CENTER FOR PERSONAL AND PROFESSIONAL DEVELOPMENT
UNITED STATES NAVY

NAVY FITNESS
STAY HEALTHY • STAY FIT • STAY NAVY

NAVY
PHYSICAL
READINESS
PROGRAM

# Physical Readiness Information Management System (PRIMS)

# Objectives

- Provide PRIMS training resources
- Provide a basic overview of PRIMS capabilities
- Discuss CFL responsibilities
- Discuss record correction procedures

# PRIMS

- Official PFA reporting system
- Legal
- Supersedes other documents
  - EVALs/FITREPs
- All data entries are traceable and auditable
  - You are responsible for all data entered under your name

# PRIMS Tracking Capabilities

- PFA data
- PFA failure data
- Medical
  - PHA and PARFQ
  - Waivers
- FEP data
  - BCA and mock PFA progress
- Nutrition
- Command vs Navy trends

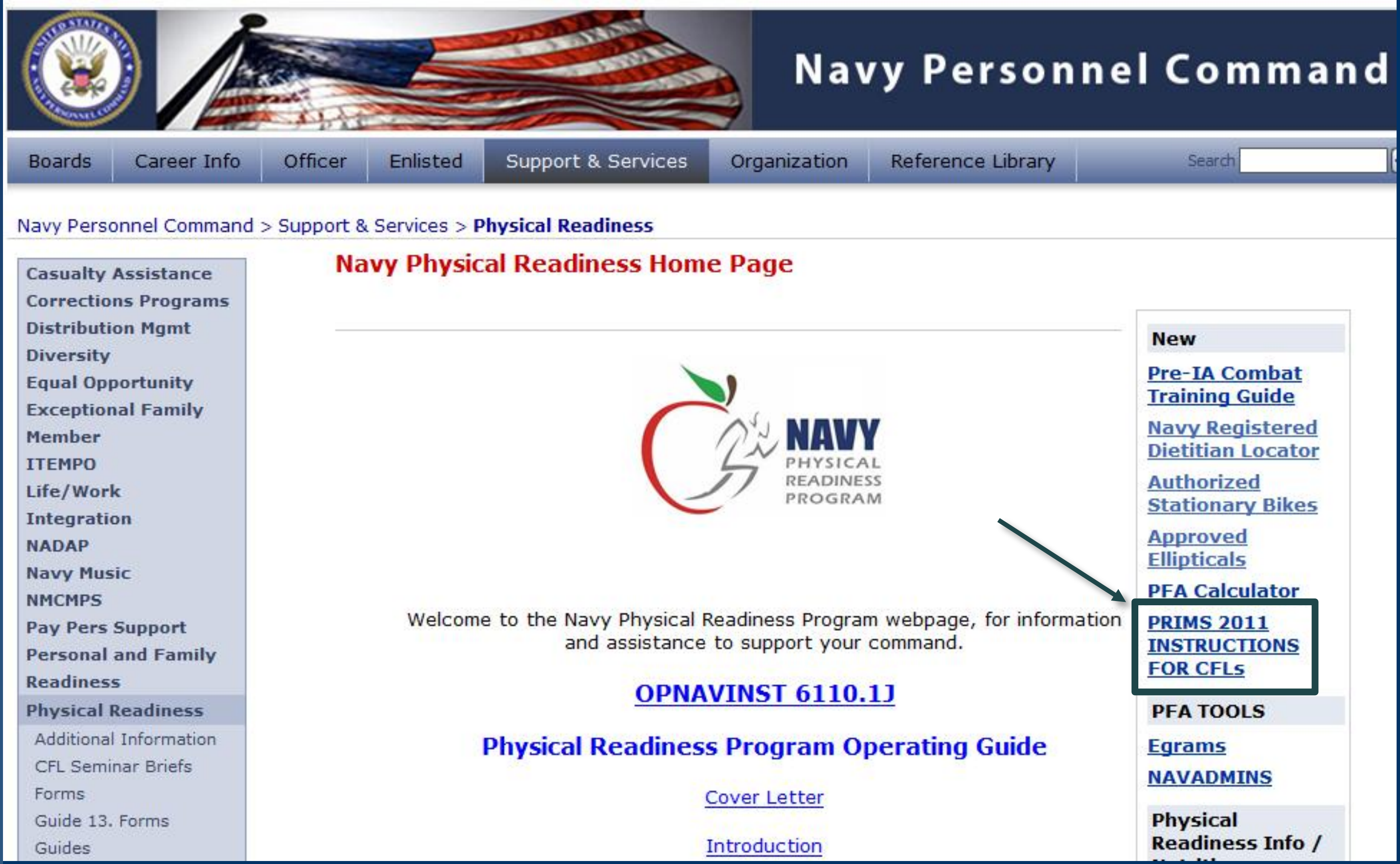
# CFL Responsibilities

- Submit CFL designation letter to OPNAV to gain PRIMS access
- CFL grants ACFL access and read only access to CO/XO/CMC and other command members as designated in writing by the CO
- Enter PFA data within 30 days of command cycle completion
- Submit corrections paperwork with supporting documentation

# Learning PRIMS

- You will need to take time to practice using PRIMS to learn to navigate
- A guide with screen shots is on the CFL NKO, Physical Readiness Program, and PRIMS websites
- Recommend train-the-trainer with more experienced CFL/ACFL

# PRIMS Reference Guide


Navy Personnel Command
Boards
Career Info
Officer
Enlisted
Support & Services
Organization
Reference Library
Search
Navy Personnel Command > Support & Services > Physical Readiness
Casualty Assistance
Corrections Programs
Distribution Mgmt
Diversity
Equal Opportunity
Exceptional Family Member
ITEMPO
Life/Work Integration
NADAP
Navy Music
NMCMPS
Pay Pers Support
Personal and Family Readiness
Physical Readiness
Additional Information
CFL Seminar Briefs
Forms
Guide 13. Forms
Guides
NAVY PHYSICAL READINESS PROGRAM

Navy Physical Readiness Home Page

Welcome to the Navy Physical Readiness Program webpage, for information and assistance to support your command.

OPNAVINST 6110.1J

Physical Readiness Program Operating Guide

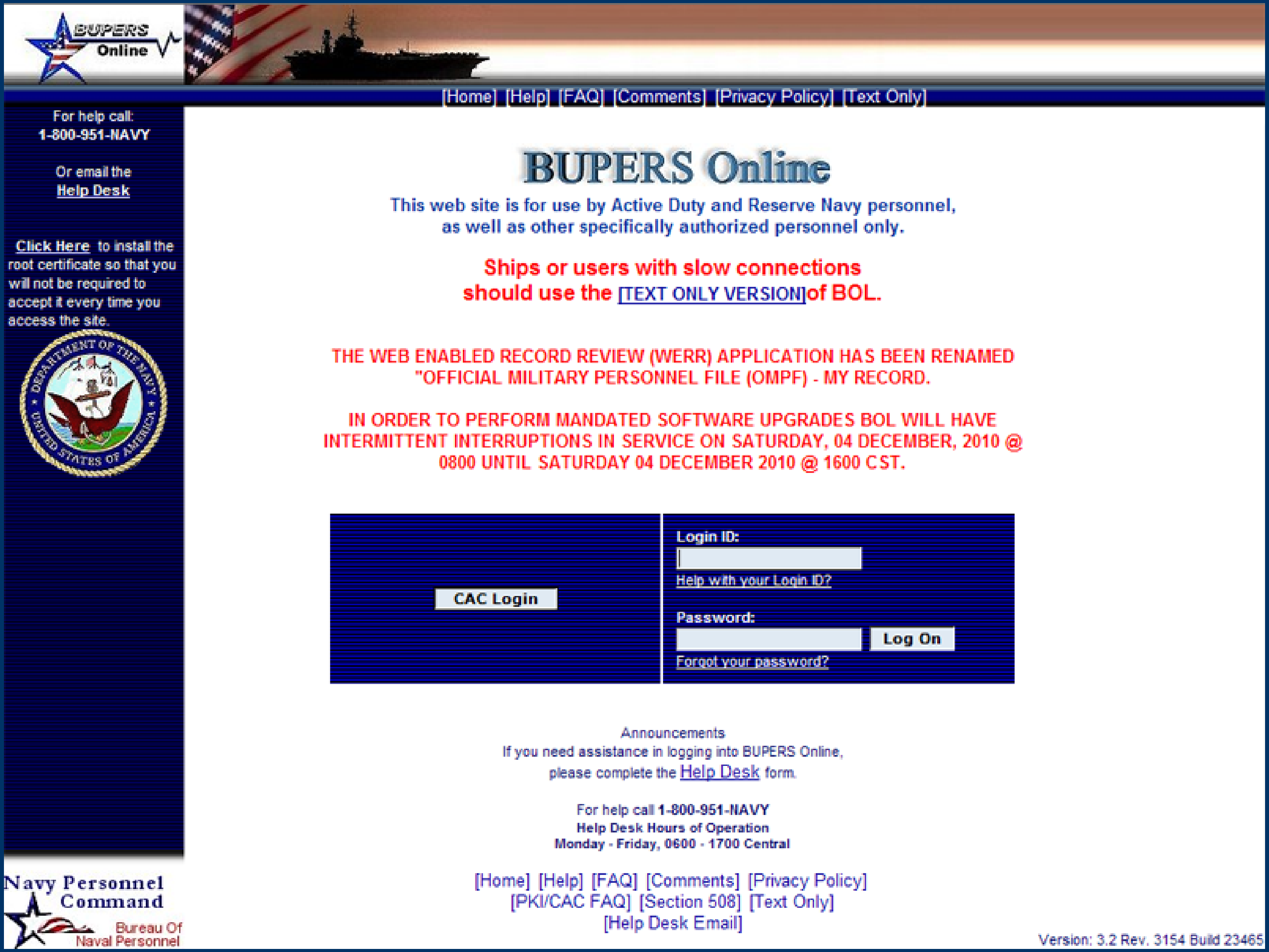
Cover Letter

Introduction

New
Pre-IA Combat Training Guide
Navy Registered Dietitian Locator
Authorized Stationary Bikes
Approved Ellipticals
PFA Calculator
PRIMS 2011 INSTRUCTIONS FOR CFLs
PFA TOOLS
Egrams
NAVADMINS
Physical Readiness Info /

www.public.navy.mil/bupers-npc/support/physical/

# PRIMS Location


BUPERS Online
[Home] [Help] [FAQ] [Comments] [Privacy Policy] [Text Only]
CAC Login
Log On
Navy Personnel Command
Bureau Of Naval Personnel

For help call:
1-800-951-NAVY

Or email the
Help Desk

Click Here to install the root certificate so that you will not be required to accept it every time you access the site.

## BUPERS Online

This web site is for use by Active Duty and Reserve Navy personnel, as well as other specifically authorized personnel only.

Ships or users with slow connections should use the [TEXT ONLY VERSION] of BOL.

THE WEB ENABLED RECORD REVIEW (WERR) APPLICATION HAS BEEN RENAMED "OFFICIAL MILITARY PERSONNEL FILE (OMPF) - MY RECORD.

IN ORDER TO PERFORM MANDATED SOFTWARE UPGRADES BOL WILL HAVE INTERMITTENT INTERRUPTIONS IN SERVICE ON SATURDAY, 04 DECEMBER, 2010 @ 0800 UNTIL SATURDAY 04 DECEMBER 2010 @ 1600 CST.

Login ID:

Help with your Login ID?

Password:

Forgot your password?

Announcements

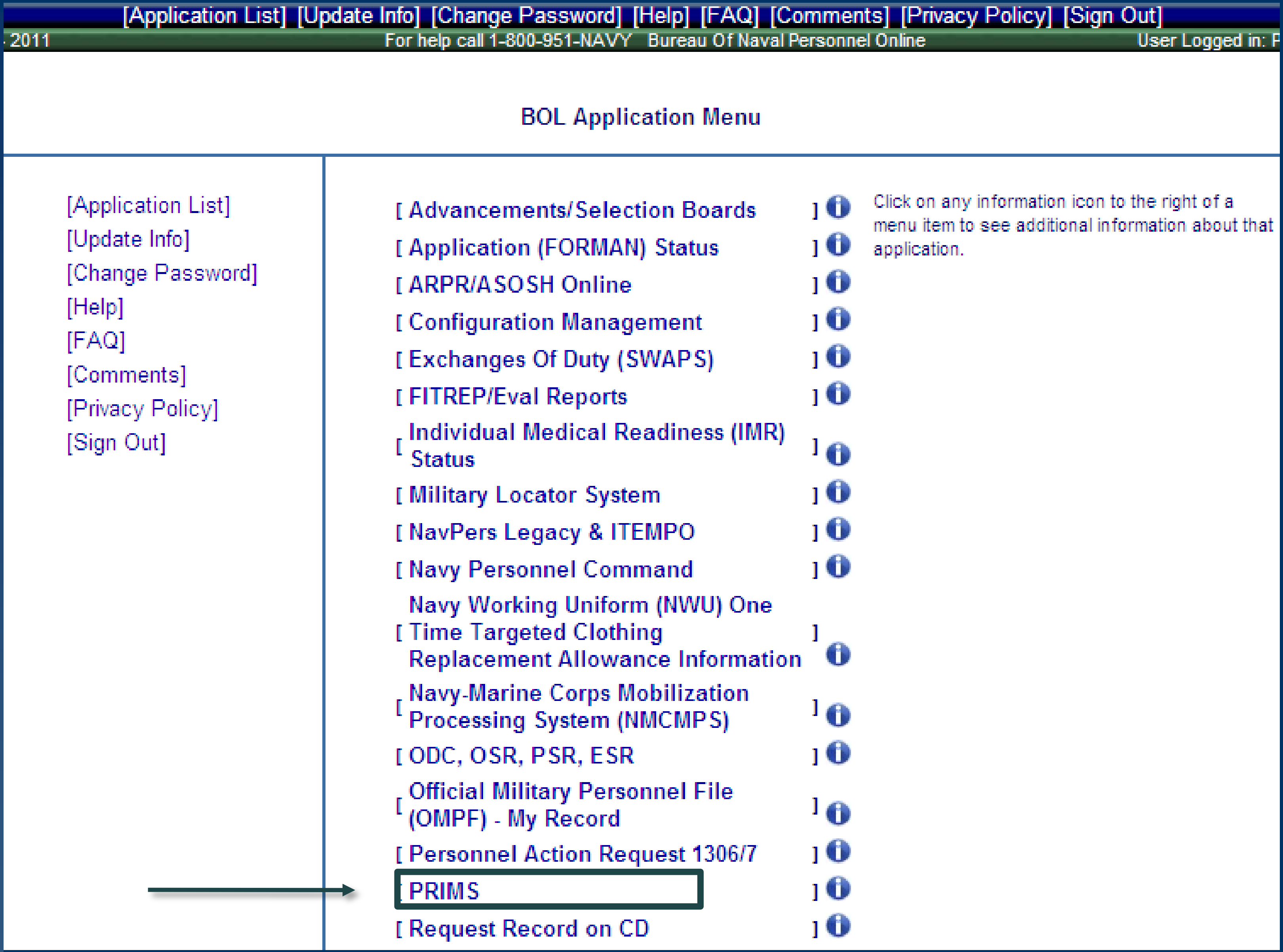
If you need assistance in logging into BUPERS Online, please complete the Help Desk form.

For help call **1-800-951-NAVY**
**Help Desk Hours of Operation**
**Monday - Friday, 0600 - 1700 Central**

[Home] [Help] [FAQ] [Comments] [Privacy Policy]
[PKI/CAC FAQ] [Section 508] [Text Only]
[Help Desk Email]

Version: 3.2 Rev. 3154 Build 23465

https://www.bol.navy.mil/



[Application List] [Update Info] [Change Password] [Help] [FAQ] [Comments] [Privacy Policy] [Sign Out]

2011 For help call 1-800-951-NAVY Bureau Of Naval Personnel Online User Logged in: P

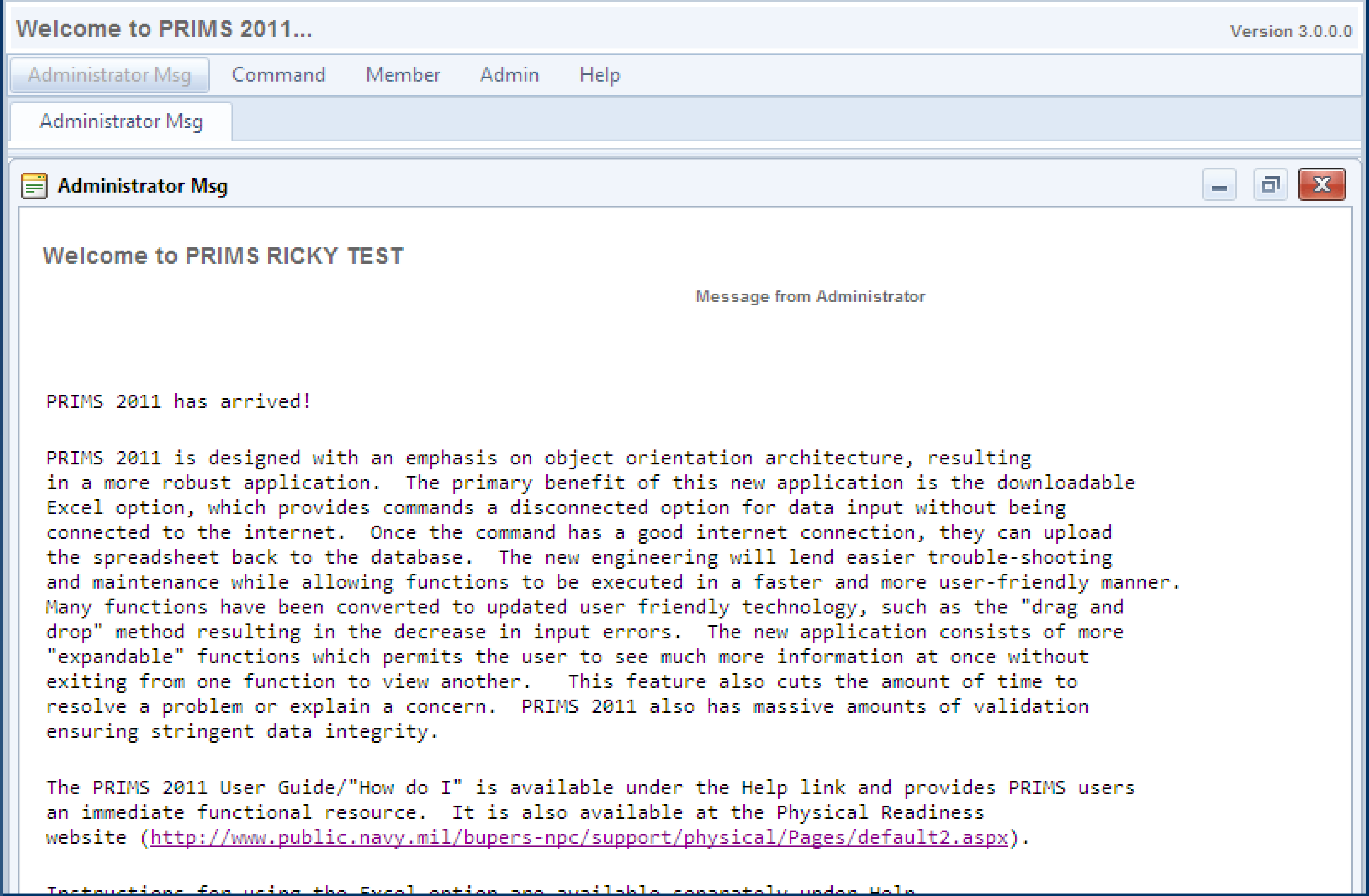
BOL Application Menu

[Application List]
[Update Info]
[Change Password]
[Help]
[FAQ]
[Comments]
[Privacy Policy]
[Sign Out]

[ Advancements/Selection Boards ]
[ Application (FORMAN) Status ]
[ ARPR/ASOSH Online ]
[ Configuration Management ]
[ Exchanges Of Duty (SWAPS) ]
[ FITREP/Eval Reports ]
[ Individual Medical Readiness (IMR) Status ]
[ Military Locator System ]
[ NavPers Legacy & ITEMPO ]
[ Navy Personnel Command ]
[ Navy Working Uniform (NWU) One Time Targeted Clothing Replacement Allowance Information ]
[ Navy-Marine Corps Mobilization Processing System (NMCMPS) ]
[ ODC, OSR, PSR, ESR ]
[ Official Military Personnel File (OMPF) - My Record ]
[ Personnel Action Request 1306/7 ]
[ PRIMS ]
[ Request Record on CD ]

Click on any information icon to the right of a menu item to see additional information about that application.

# Welcome Screen



Welcome to PRIMS RICKY TEST

Message from Administrator

PRIMS 2011 has arrived!

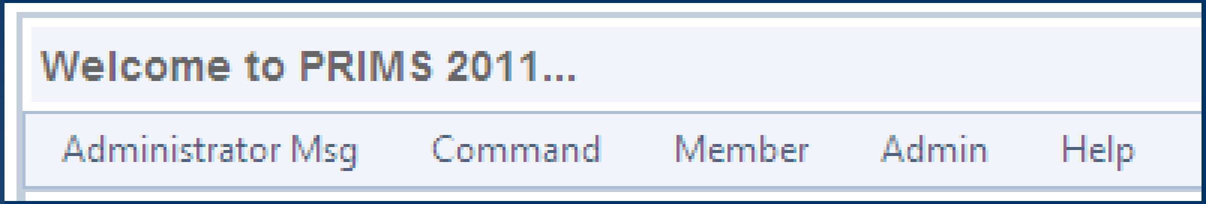
PRIMS 2011 is designed with an emphasis on object orientation architecture, resulting in a more robust application. The primary benefit of this new application is the downloadable Excel option, which provides commands a disconnected option for data input without being connected to the internet. Once the command has a good internet connection, they can upload the spreadsheet back to the database. The new engineering will lend easier trouble-shooting and maintenance while allowing functions to be executed in a faster and more user-friendly manner. Many functions have been converted to updated user friendly technology, such as the "drag and drop" method resulting in the decrease in input errors. The new application consists of more "expandable" functions which permits the user to see much more information at once without exiting from one function to view another. This feature also cuts the amount of time to resolve a problem or explain a concern. PRIMS 2011 also has massive amounts of validation ensuring stringent data integrity.

The PRIMS 2011 User Guide/"How do I" is available under the Help link and provides PRIMS users an immediate functional resource. It is also available at the Physical Readiness website (http://www.public.navy.mil/bupers-npc/support/physical/Pages/default2.aspx).

Instructions for using the Excel option are available separately under Help

Administrator messages provide updates and downtime information

# PRIMS Layout

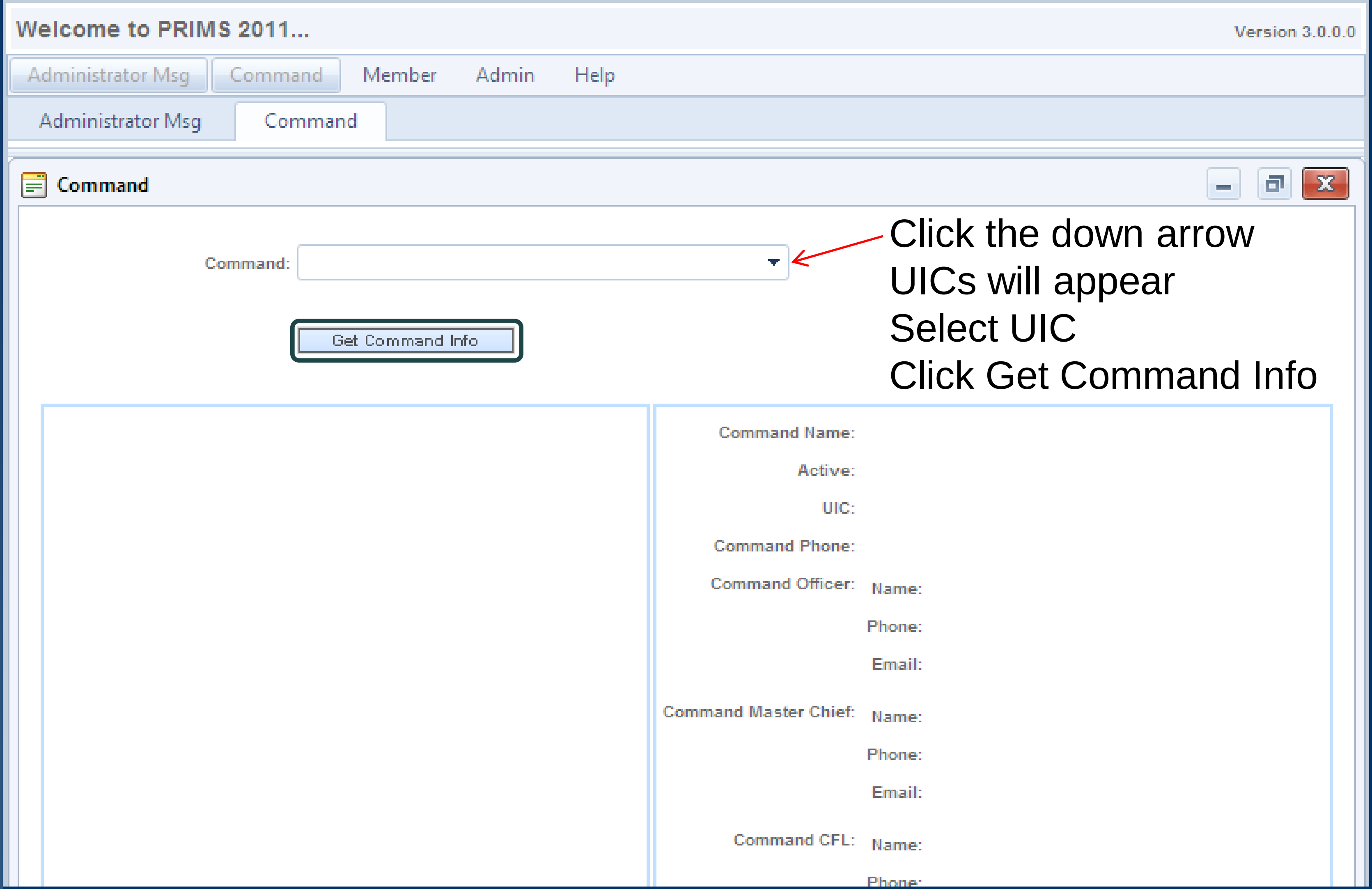


Welcome to PRIMS 2011...

Administrator Msg
Command
Member
Admin
Help

# Working with the Command Screen

# Command Screen


Welcome to PRIMS 2011...
Version 3.0.0.0
Administrator Msg
Command
Member
Admin
Help
Administrator Msg
Command
Command
Get Command Info

Command:

Command Name:

Active:

UIC:

Command Phone:

Command Officer: Name:

Phone:

Email:

Command Master Chief: Name:

Phone:

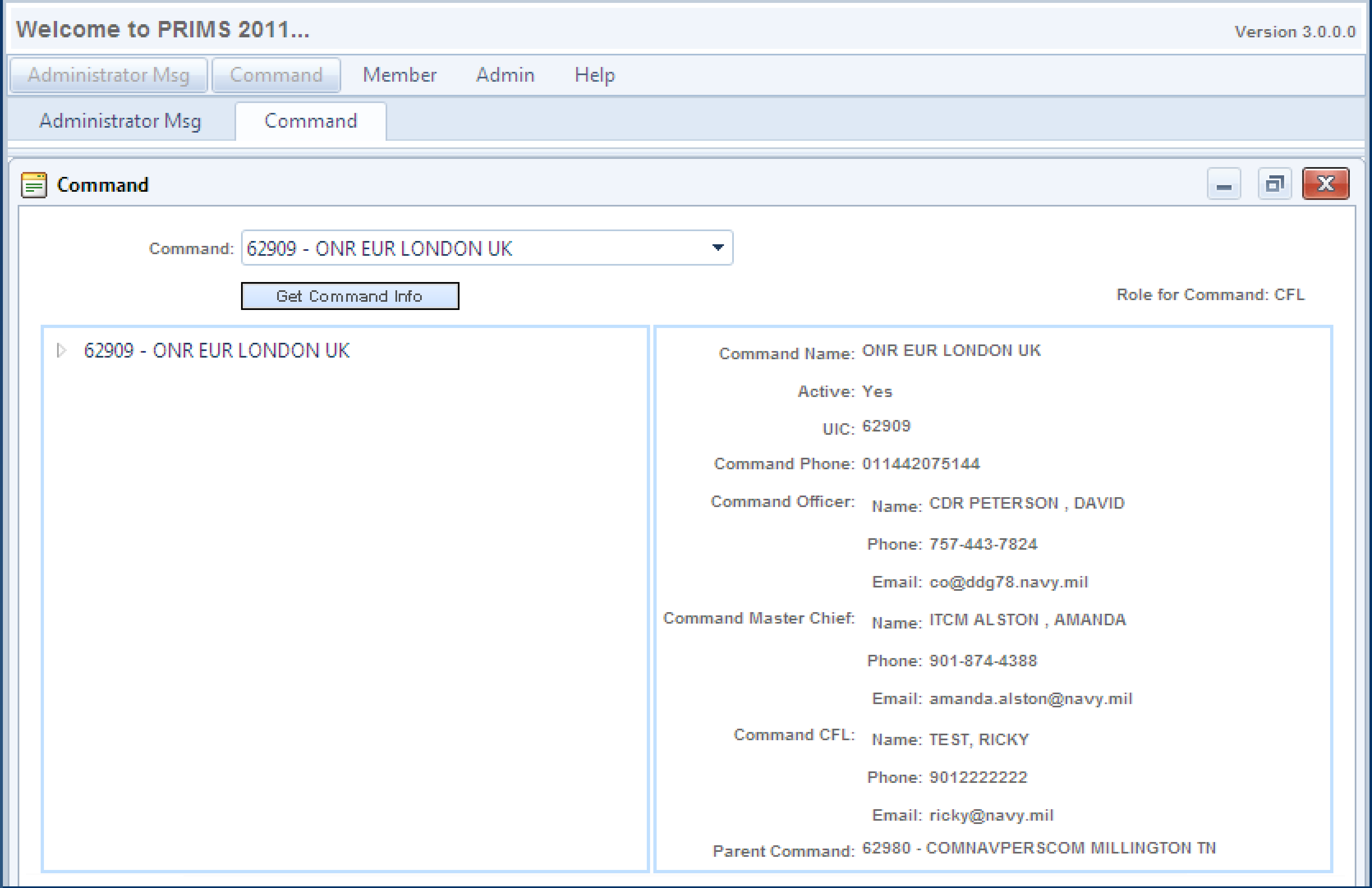
Email:

Command CFL: Name:

Phone:

Click the down arrow
UICs will appear
Select UIC
Click Get Command Info

# Command Detail Information


Welcome to PRIMS 2011...
Version 3.0.0.0
Administrator Msg
Command
Member
Admin
Help
Administrator Msg
Command
Command
Get Command Info
62909 - ONR EUR LONDON UK

Command: 62909 - ONR EUR LONDON UK

Role for Command: CFL

Command Name: ONR EUR LONDON UK

Active: Yes

UIC: 62909

Command Phone: 011442075144

Command Officer: Name: CDR PETERSON , DAVID

Phone: 757-443-7824

Email: co@ddg78.navy.mil

Command Master Chief: Name: ITCM ALSTON , AMANDA

Phone: 901-874-4388

Email: amanda.alston@navy.mil

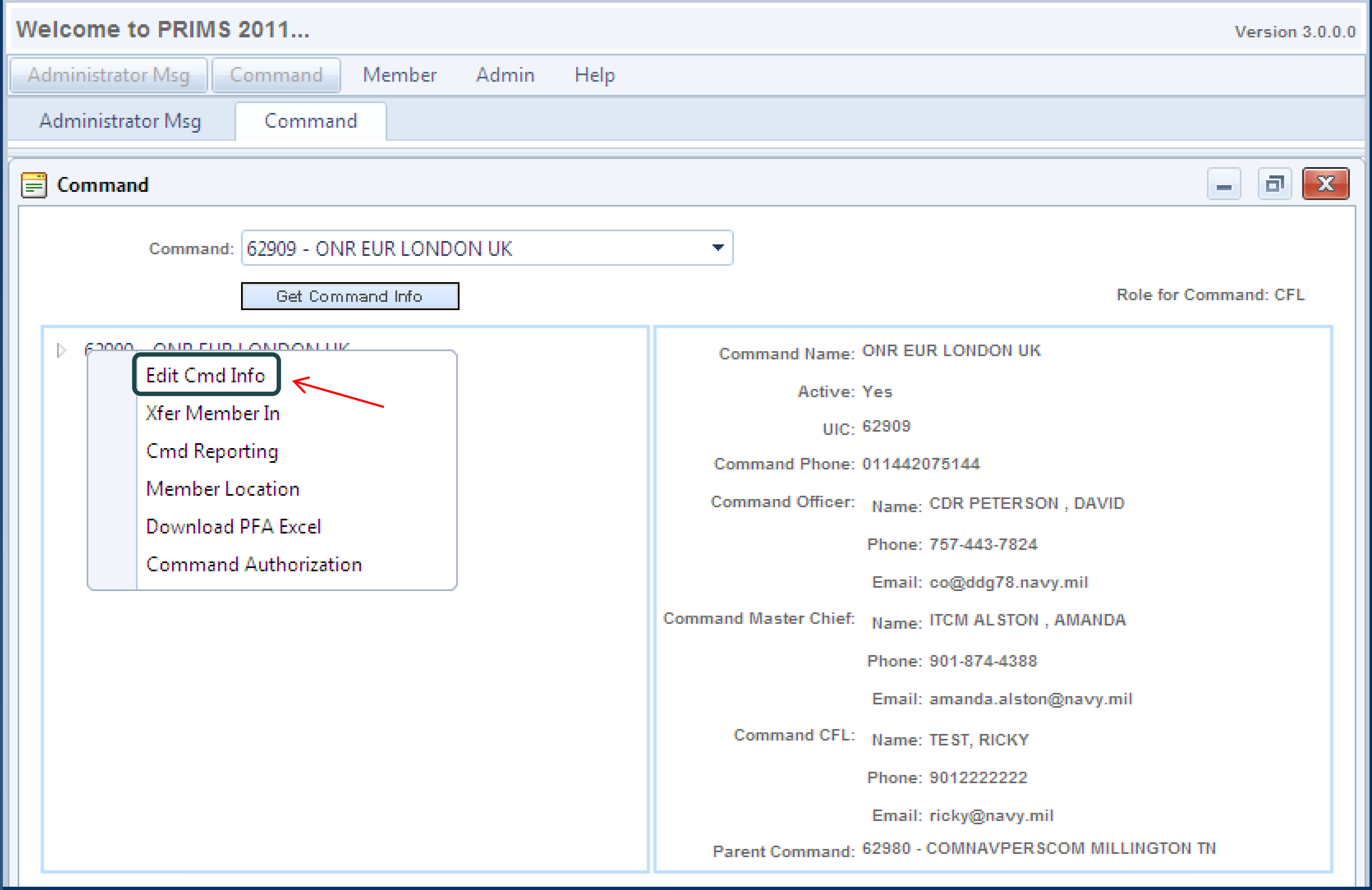
Command CFL: Name: TEST, RICKY

Phone: 9012222222

Email: ricky@navy.mil

Parent Command: 62980 - COMNAVPERSCOM MILLINGTON TN

# Update Command Screen


Welcome to PRIMS 2011...
Version 3.0.0.0
Administrator Msg
Command
Member
Admin
Help
Administrator Msg
Command
Command
Get Command Info
Edit Cmd Info
Xfer Member In
Cmd Reporting
Member Location
Download PFA Excel
Command Authorization

Command: 62909 - ONR EUR LONDON UK

Role for Command: CFL

Command Name: ONR EUR LONDON UK

Active: Yes

UIC: 62909

Command Phone: 011442075144

Command Officer: Name: CDR PETERSON , DAVID

Phone: 757-443-7824

Email: co@ddg78.navy.mil

Command Master Chief: Name: ITCM ALSTON , AMANDA

Phone: 901-874-4388

Email: amanda.alston@navy.mil

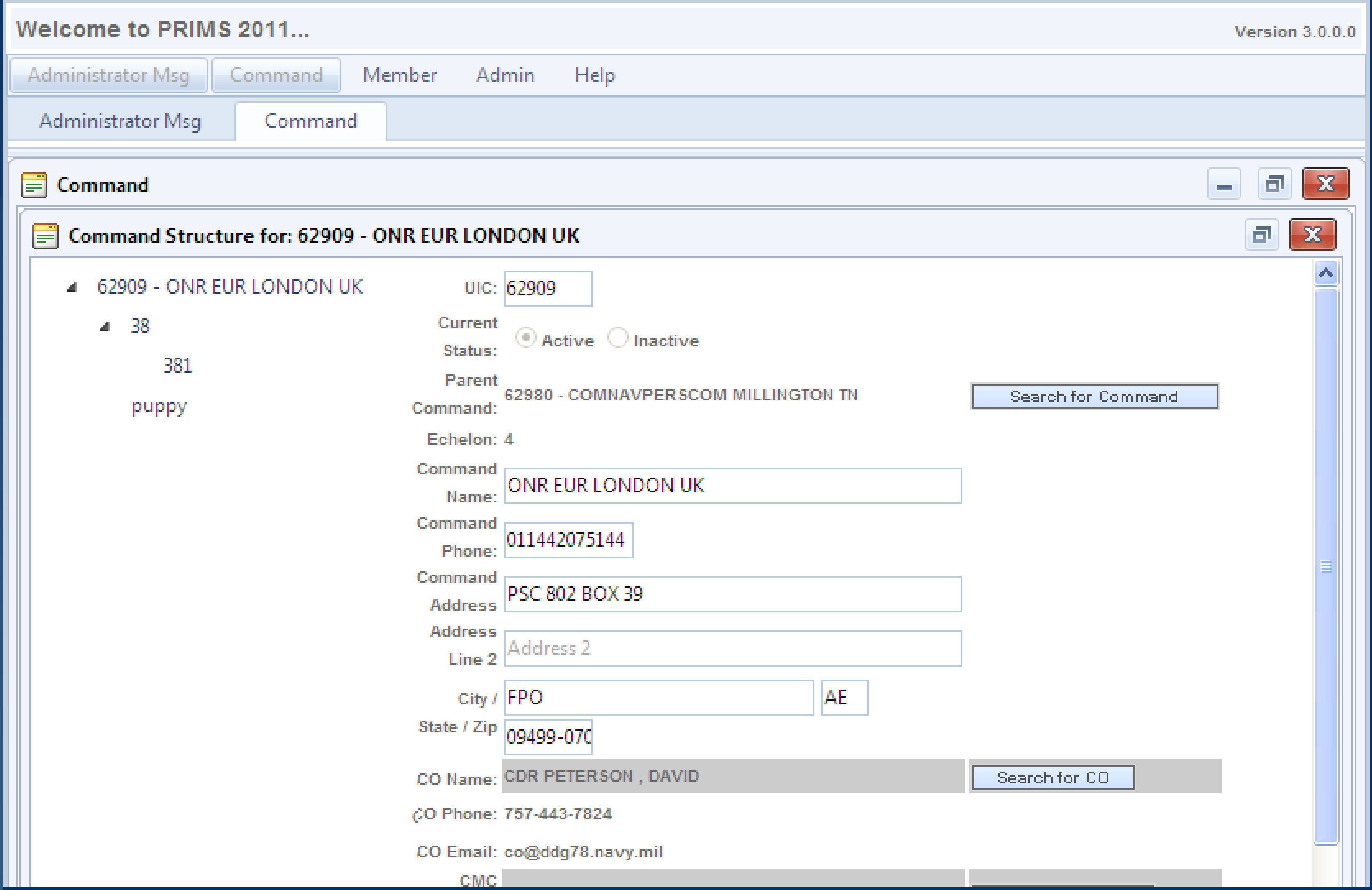
Command CFL: Name: TEST, RICKY

Phone: 9012222222

Email: ricky@navy.mil

Parent Command: 62980 - COMNAVPERSCOM MILLINGTON TN

# Updating the Command Screen


Welcome to PRIMS 2011...
Version 3.0.0.0
Administrator Msg
Command
Member
Admin
Help
Administrator Msg
Command
Command
Search for Command
Search for CO

Command Structure for: 62909 - ONR EUR LONDON UK

- 62909 - ONR EUR LONDON UK
  - 38
    - 381
  - puppy

UIC: 62909

Current Status: ● Active ○ Inactive

Parent Command: 62980 - COMNAVPERSCOM MILLINGTON TN

Echelon: 4

Command Name: ONR EUR LONDON UK

Command Phone: 011442075144

Command Address: PSC 802 BOX 39

Address Line 2: Address 2

City / State / Zip: FPO AE 09499-07

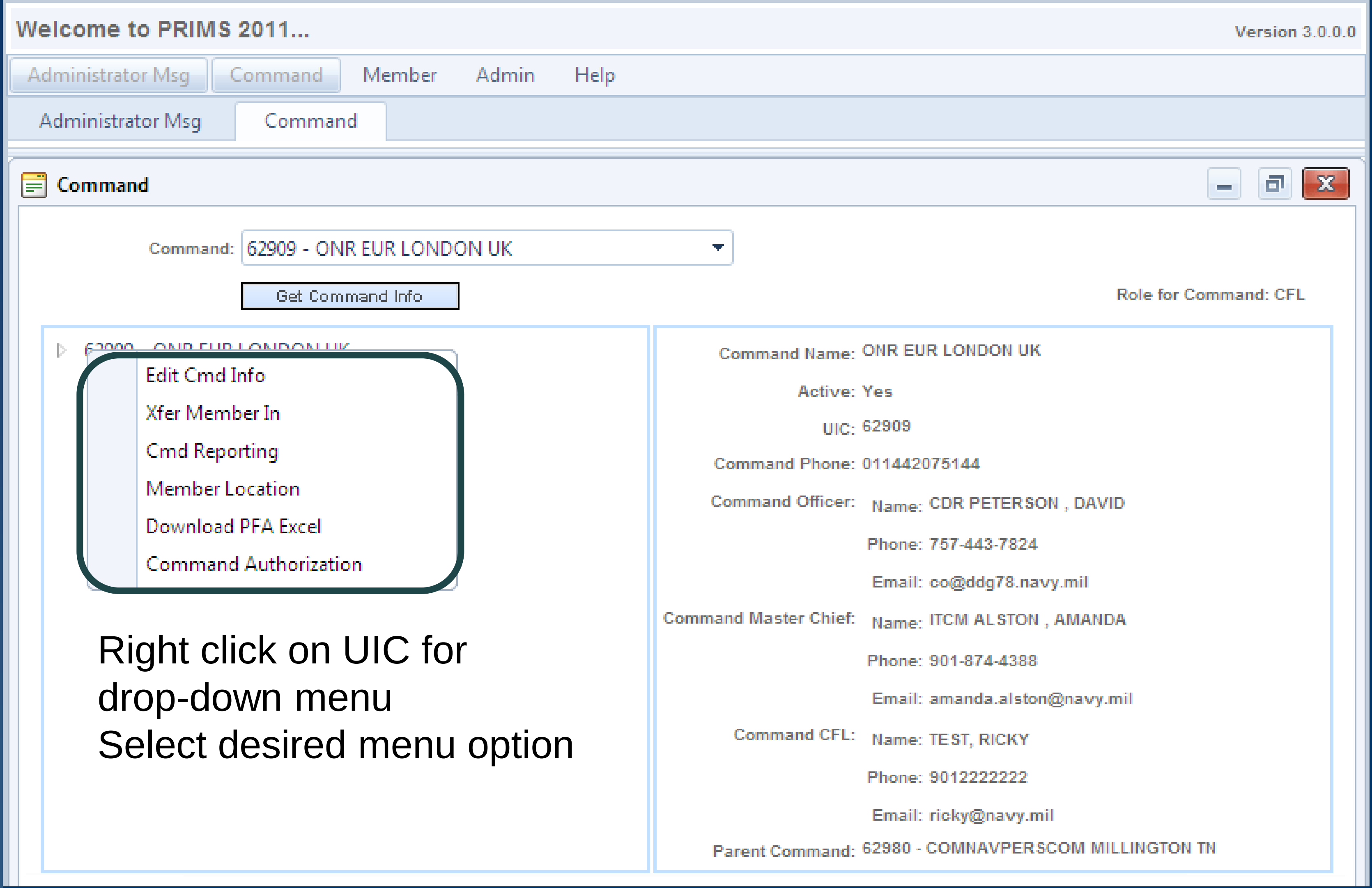
CO Name: CDR PETERSON , DAVID

CO Phone: 757-443-7824

CO Email: co@ddg78.navy.mil

CMC

# Menus


Welcome to PRIMS 2011...
Version 3.0.0.0
Administrator Msg
Command
Member
Admin
Help
Administrator Msg
Command
Command
Get Command Info
Edit Cmd Info
Xfer Member In
Cmd Reporting
Member Location
Download PFA Excel
Command Authorization

Command: 62909 - ONR EUR LONDON UK

Role for Command: CFL

Command Name: ONR EUR LONDON UK

Active: Yes

UIC: 62909

Command Phone: 011442075144

Command Officer: Name: CDR PETERSON , DAVID

Phone: 757-443-7824

Email: co@ddg78.navy.mil

Command Master Chief: Name: ITCM ALSTON , AMANDA

Phone: 901-874-4388

Email: amanda.alston@navy.mil

Command CFL: Name: TEST, RICKY

Phone: 9012222222

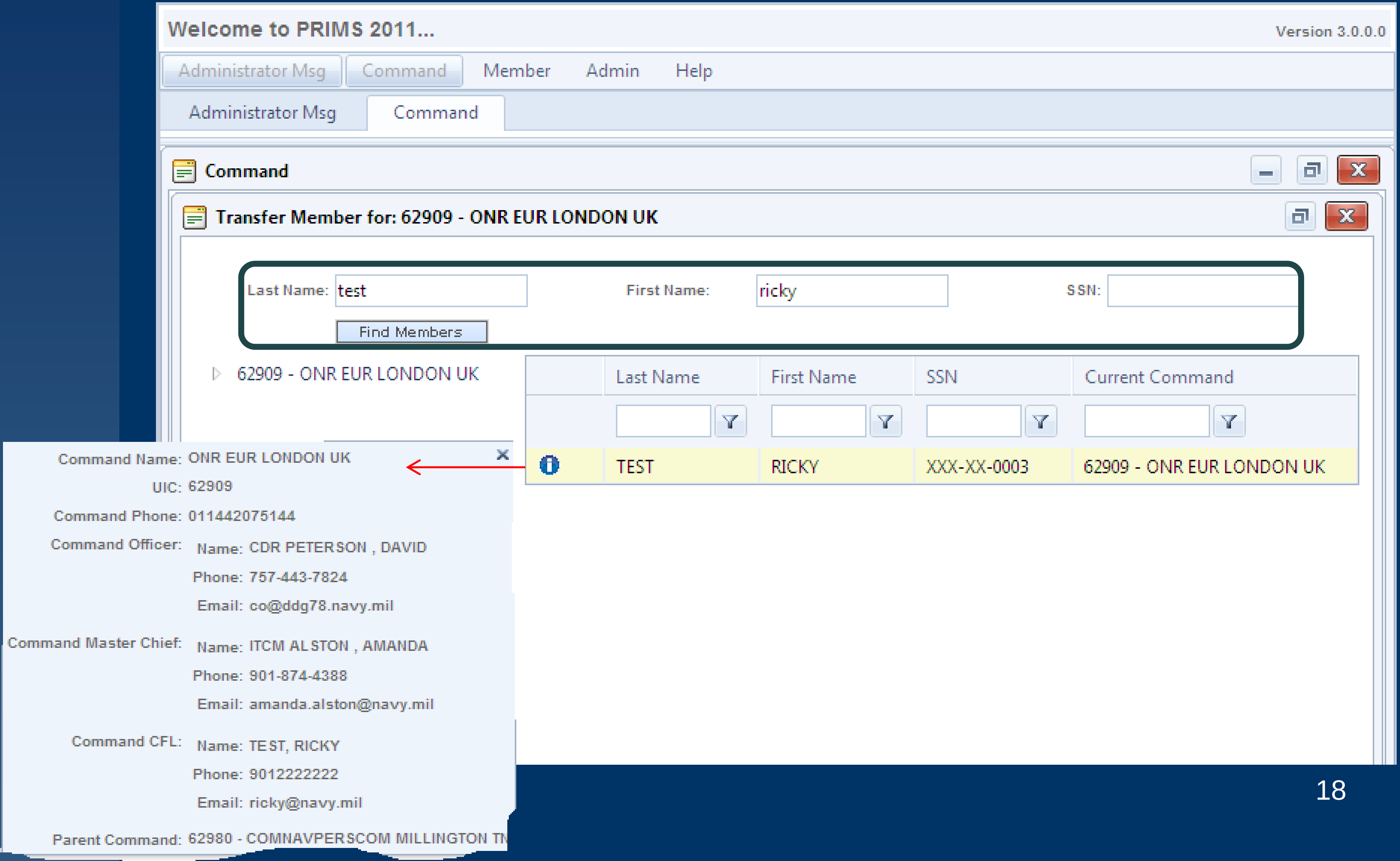
Email: ricky@navy.mil

Parent Command: 62980 - COMNAVPERSCOM MILLINGTON TN

Right click on UIC for drop-down menu

Select desired menu option

# Transfer Member In Under Command Screen


Welcome to PRIMS 2011...
Version 3.0.0.0
Administrator Msg
Command
Member
Admin
Help
Administrator Msg
Command
Command
Find Members

Transfer Member for: 62909 - ONR EUR LONDON UK

Last Name: test

First Name: ricky

SSN:

▷ 62909 - ONR EUR LONDON UK

| | Last Name | First Name | SSN | Current Command |
|---|---|---|---|---|
| ⓘ | TEST | RICKY | XXX-XX-0003 | 62909 - ONR EUR LONDON UK |

Command Name: ONR EUR LONDON UK

UIC: 62909

Command Phone: 011442075144

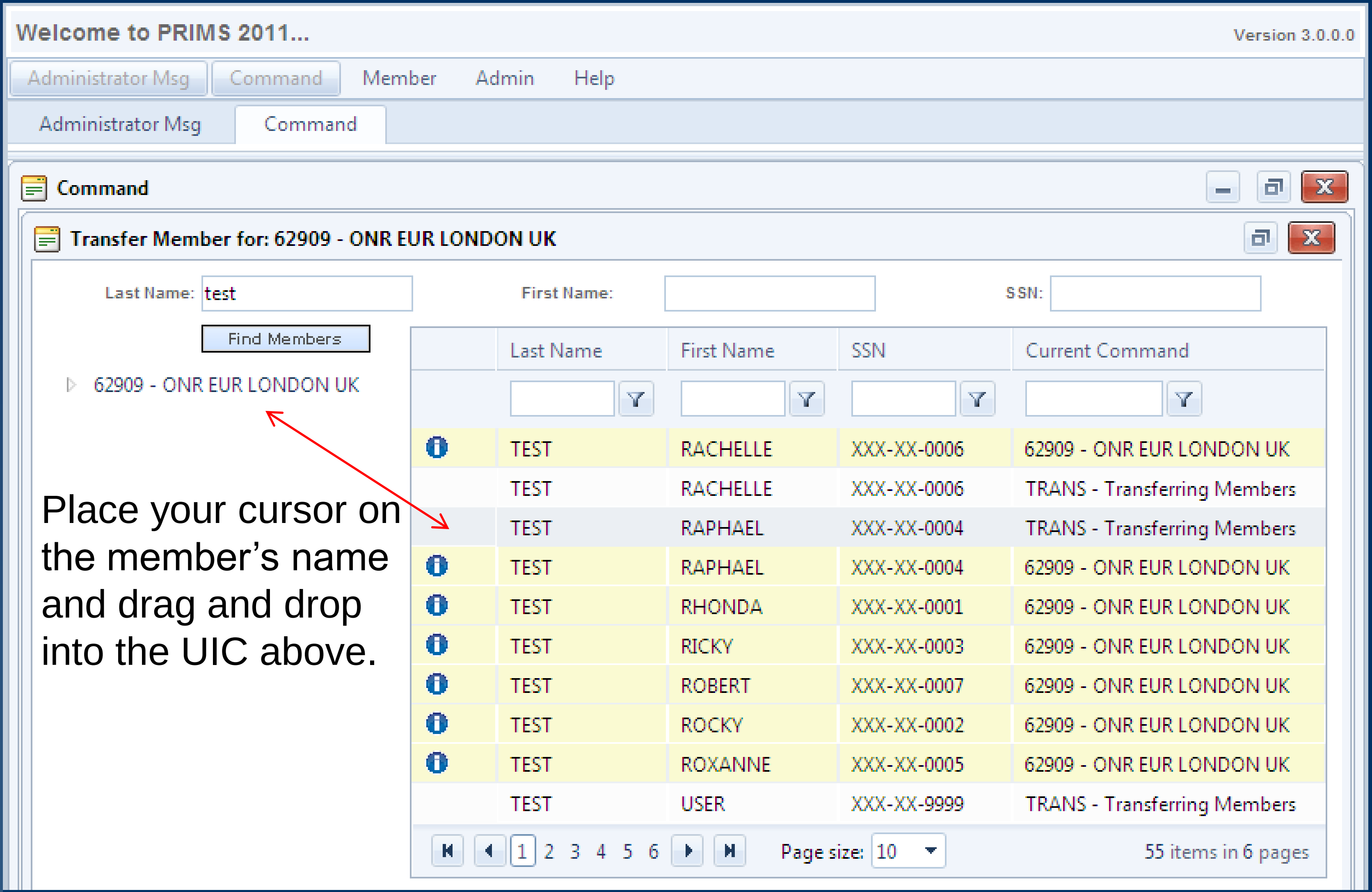
Command Officer: Name: CDR PETERSON , DAVID
Phone: 757-443-7824
Email: co@ddg78.navy.mil

Command Master Chief: Name: ITCM ALSTON , AMANDA
Phone: 901-874-4388
Email: amanda.alston@navy.mil

Command CFL: Name: TEST, RICKY
Phone: 9012222222
Email: ricky@navy.mil

Parent Command: 62980 - COMNAVPERSCOM MILLINGTON TN

# Transfer (cont)


Welcome to PRIMS 2011...
Version 3.0.0.0
Administrator Msg
Command
Member
Admin
Help
Administrator Msg
Command
Command
Transfer Member for: 62909 - ONR EUR LONDON UK
Find Members
62909 - ONR EUR LONDON UK

Last Name: test

First Name:

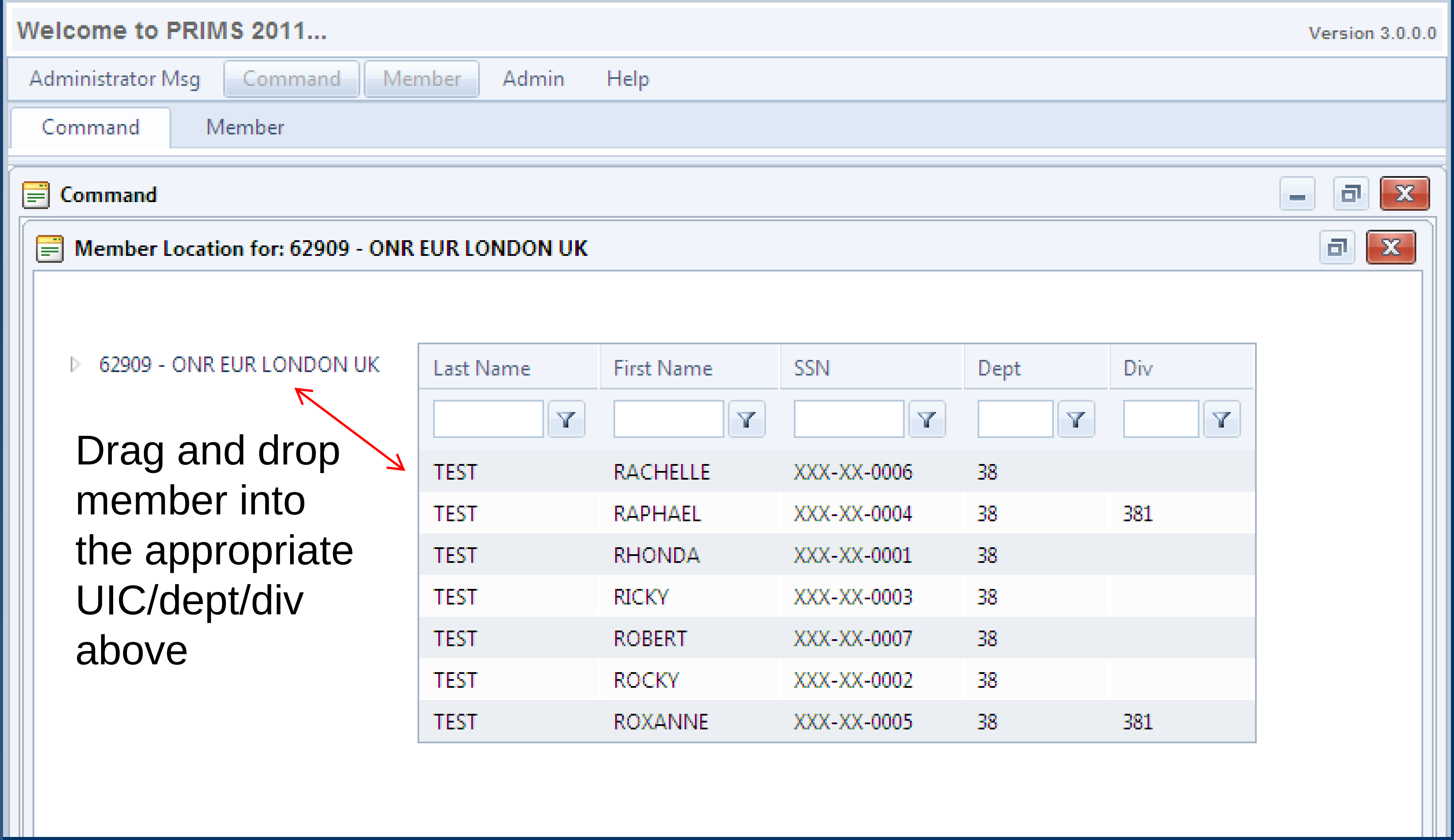
SSN:

| | Last Name | First Name | SSN | Current Command |
|---|---|---|---|---|
| ⓘ | TEST | RACHELLE | XXX-XX-0006 | 62909 - ONR EUR LONDON UK |
| | TEST | RACHELLE | XXX-XX-0006 | TRANS - Transferring Members |
| | TEST | RAPHAEL | XXX-XX-0004 | TRANS - Transferring Members |
| ⓘ | TEST | RAPHAEL | XXX-XX-0004 | 62909 - ONR EUR LONDON UK |
| ⓘ | TEST | RHONDA | XXX-XX-0001 | 62909 - ONR EUR LONDON UK |
| ⓘ | TEST | RICKY | XXX-XX-0003 | 62909 - ONR EUR LONDON UK |
| ⓘ | TEST | ROBERT | XXX-XX-0007 | 62909 - ONR EUR LONDON UK |
| ⓘ | TEST | ROCKY | XXX-XX-0002 | 62909 - ONR EUR LONDON UK |
| ⓘ | TEST | ROXANNE | XXX-XX-0005 | 62909 - ONR EUR LONDON UK |
| | TEST | USER | XXX-XX-9999 | TRANS - Transferring Members |

1 2 3 4 5 6 Page size: 10 55 items in 6 pages

Place your cursor on the member’s name and drag and drop into the UIC above.

# Member Location Management Command Screen


Welcome to PRIMS 2011...
Version 3.0.0.0
Administrator Msg
Command
Member
Admin
Help
Command
Member
Command

Member Location for: 62909 - ONR EUR LONDON UK

62909 - ONR EUR LONDON UK

| Last Name | First Name | SSN | Dept | Div |
|---|---|---|---|---|
| TEST | RACHELLE | XXX-XX-0006 | 38 | |
| TEST | RAPHAEL | XXX-XX-0004 | 38 | 381 |
| TEST | RHONDA | XXX-XX-0001 | 38 | |
| TEST | RICKY | XXX-XX-0003 | 38 | |
| TEST | ROBERT | XXX-XX-0007 | 38 | |
| TEST | ROCKY | XXX-XX-0002 | 38 | |
| TEST | ROXANNE | XXX-XX-0005 | 38 | 381 |

Drag and drop member into the appropriate UIC/dept/div above

# Command Reporting

- Command Results
- Crew Member Listing
- PHAs Due
- Med Waivers
- PARFQ Listing
- BCA Listing
- PRT Listing
- PFA Listing
- Separation Waiver
- FEP Reports

**Under Admin:**

- Commander's Report Card

# Command Results

- Results of PFAs at your Command regardless of where they are stationed now
- Allows you to track PFAs at your Command
- Reporting Options include:
  - Summary
  - BC All Members
  - Passed BC
  - Failed BC
  - BC Not Completed
  - BC Non Participant
  - PRT All Members
  - Passed PRT
  - Failed PRT
  - PRT Not Completed
  - PRT Non Participant
  - PFA Results

# Working with the Member Screen

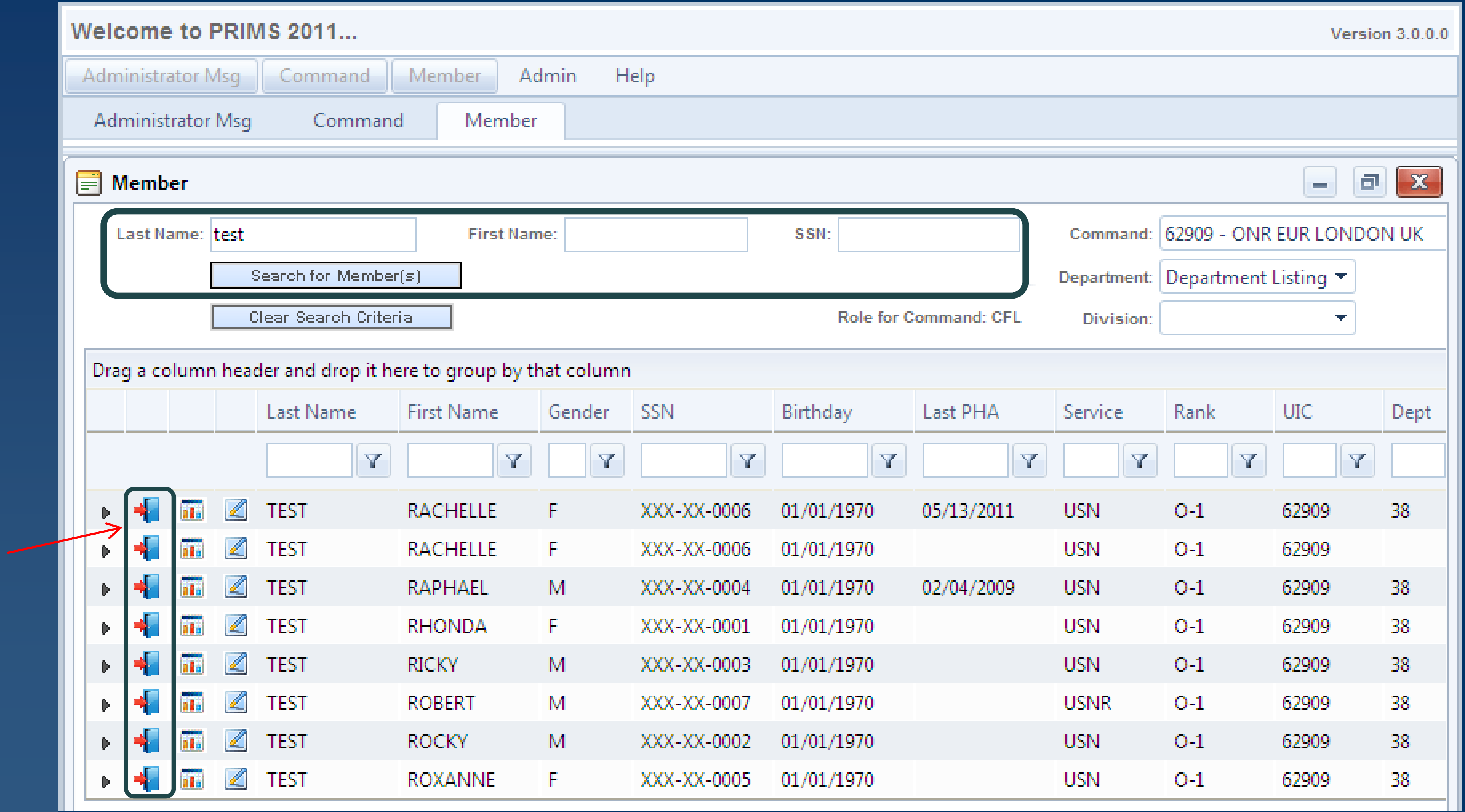
# Member Menu Options

- Member
    - Edit Member Record (e-mail/phone number)
    - Separation Waiver (Readiness Waiver) Add/View
    - Xfer Member Out
    - Update Member PHA
- PARFQ (Add/View)
- Medical Waiver (Add/View)
- PFA (Add/View)
- Fitness Programs (FEP and ShipShape)
- Member Authorization (Add/View)
- Member Reporting

# Menu Options - 2
# Member Reporting

- Admin Separation Waivers
- PFA Listing
- PFA Listing All Cycles
- BCA Listing
- BCA Listing All Cycles
- PRT Listing
- PRT Listing All Cycles
- LON (Officer)
- Medical Waivers
- FEP
  - FEP Results Summary
  - FEP Progression
- Filled PARFQ
- Blank PARFQ
- Filled PARFQ NAVMED 6110/4
- Blank PARFQ NAVMED 6110/4

# Transfer Member Out Under Member Tab


Welcome to PRIMS 2011...
Version 3.0.0.0
Administrator Msg
Command
Member
Admin
Help
Administrator Msg
Command
Member
Member
Search for Member(s)
Clear Search Criteria
Drag a column header and drop it here to group by that column

Last Name: test

First Name:

SSN:

Command: 62909 - ONR EUR LONDON UK

Department: Department Listing

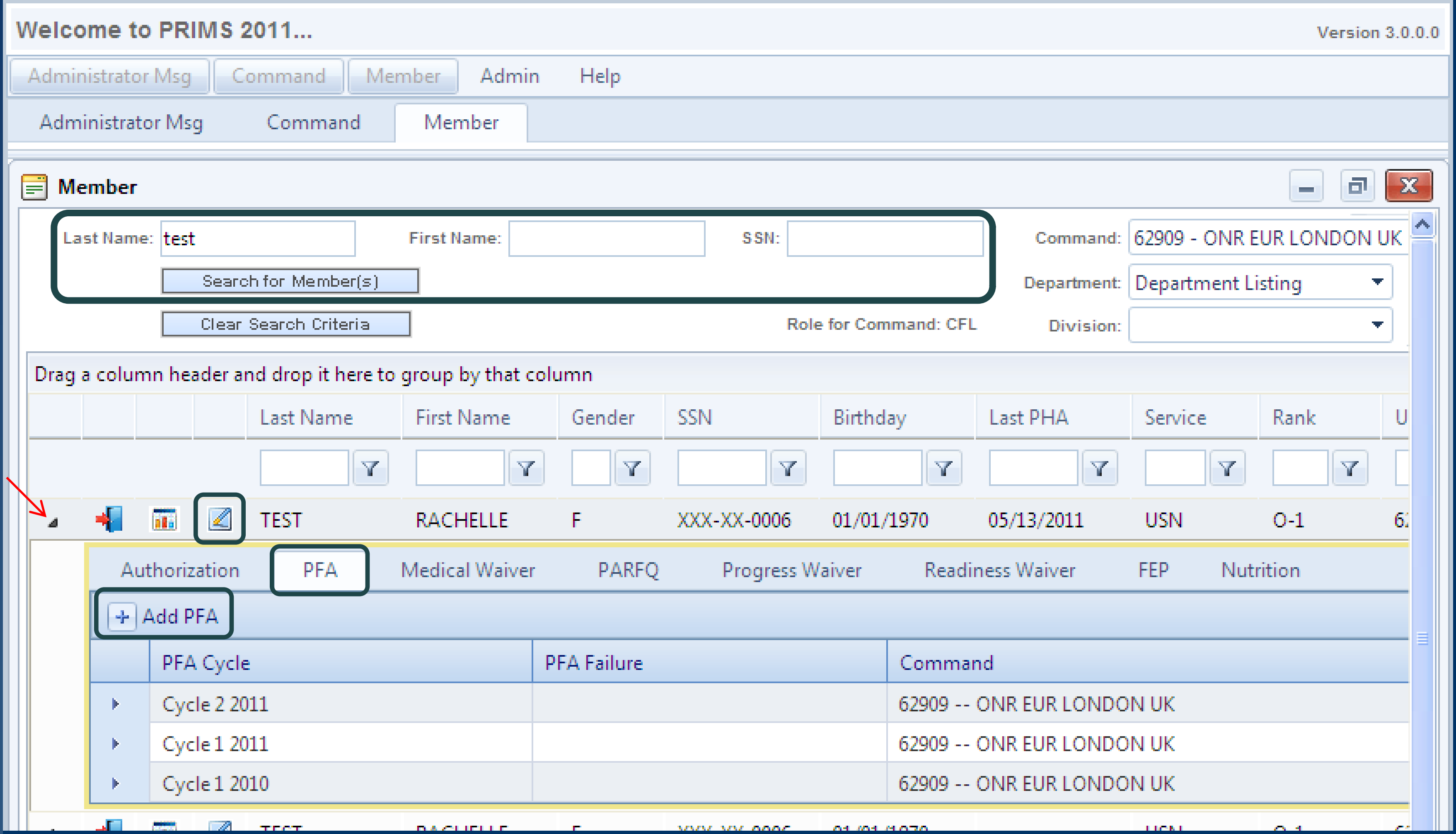
Division:

Role for Command: CFL

| Last Name | First Name | Gender | SSN | Birthday | Last PHA | Service | Rank | UIC | Dept |
|---|---|---|---|---|---|---|---|---|---|
| TEST | RACHELLE | F | XXX-XX-0006 | 01/01/1970 | 05/13/2011 | USN | O-1 | 62909 | 38 |
| TEST | RACHELLE | F | XXX-XX-0006 | 01/01/1970 |  | USN | O-1 | 62909 |  |
| TEST | RAPHAEL | M | XXX-XX-0004 | 01/01/1970 | 02/04/2009 | USN | O-1 | 62909 | 38 |
| TEST | RHONDA | F | XXX-XX-0001 | 01/01/1970 |  | USN | O-1 | 62909 | 38 |
| TEST | RICKY | M | XXX-XX-0003 | 01/01/1970 |  | USN | O-1 | 62909 | 38 |
| TEST | ROBERT | M | XXX-XX-0007 | 01/01/1970 |  | USNR | O-1 | 62909 | 38 |
| TEST | ROCKY | M | XXX-XX-0002 | 01/01/1970 |  | USN | O-1 | 62909 | 38 |
| TEST | ROXANNE | F | XXX-XX-0005 | 01/01/1970 |  | USN | O-1 | 62909 | 38 |

# Medical Waivers and PFA Records

# Member Screen


Welcome to PRIMS 2011...
Version 3.0.0.0
Administrator Msg
Command
Member
Admin
Help
Administrator Msg
Command
Member
Member
Search for Member(s)
Clear Search Criteria
Drag a column header and drop it here to group by that column
Authorization
PFA
Medical Waiver
PARFQ
Progress Waiver
Readiness Waiver
FEP
Nutrition
+ Add PFA

Last Name: test

First Name:

SSN:

Command: 62909 - ONR EUR LONDON UK

Department: Department Listing

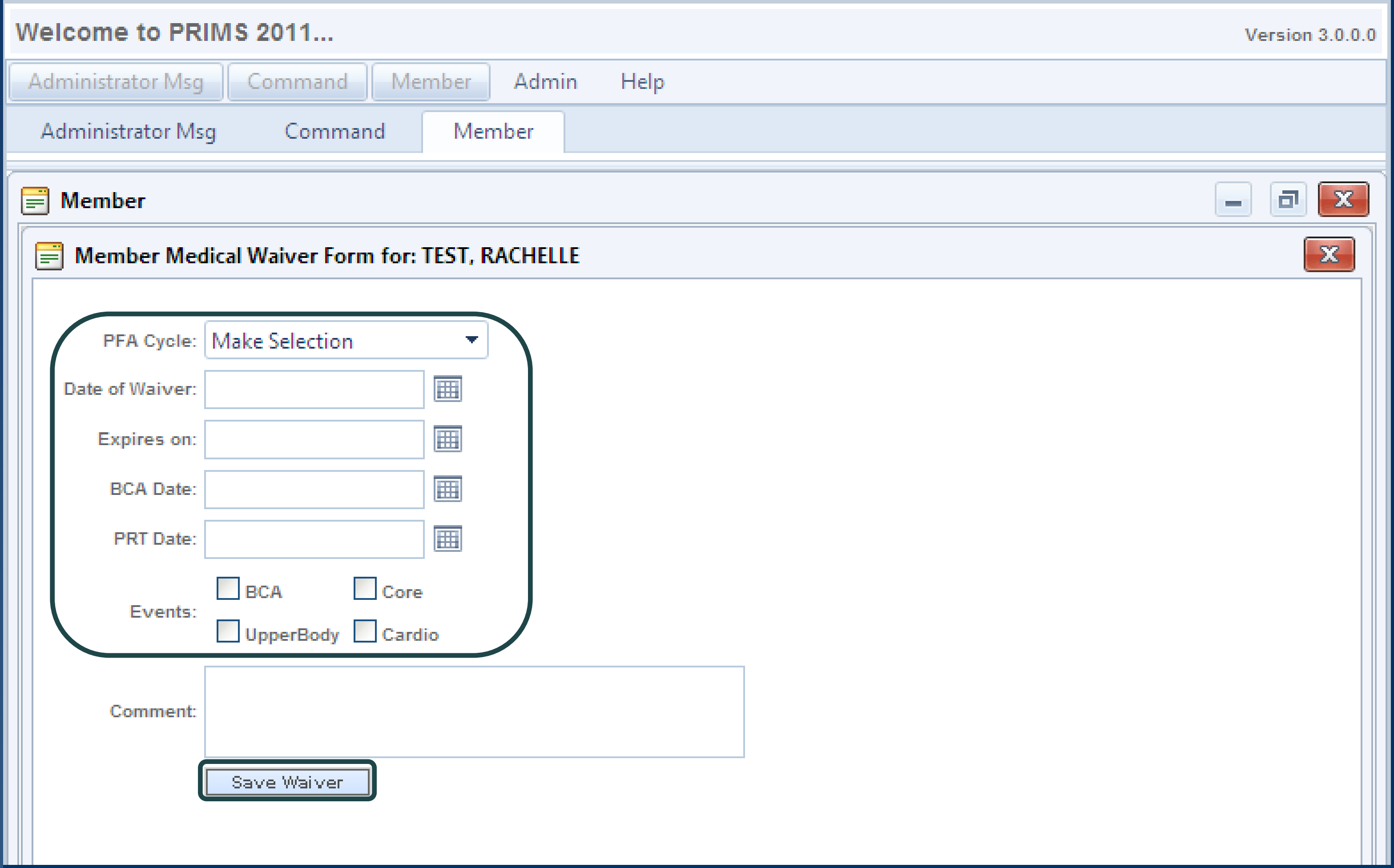
Division:

Role for Command: CFL

| Last Name | First Name | Gender | SSN | Birthday | Last PHA | Service | Rank |
|---|---|---|---|---|---|---|---|
| TEST | RACHELLE | F | XXX-XX-0006 | 01/01/1970 | 05/13/2011 | USN | O-1 |

| PFA Cycle | PFA Failure | Command |
|---|---|---|
| Cycle 2 2011 | | 62909 -- ONR EUR LONDON UK |
| Cycle 1 2011 | | 62909 -- ONR EUR LONDON UK |
| Cycle 1 2010 | | 62909 -- ONR EUR LONDON UK |

# Enter Medical Waiver


Welcome to PRIMS 2011...
Version 3.0.0.0
Administrator Msg
Command
Member
Admin
Help
Administrator Msg
Command
Member
Member

Member Medical Waiver Form for: TEST, RACHELLE

PFA Cycle: Make Selection

Date of Waiver:

Expires on:

BCA Date:

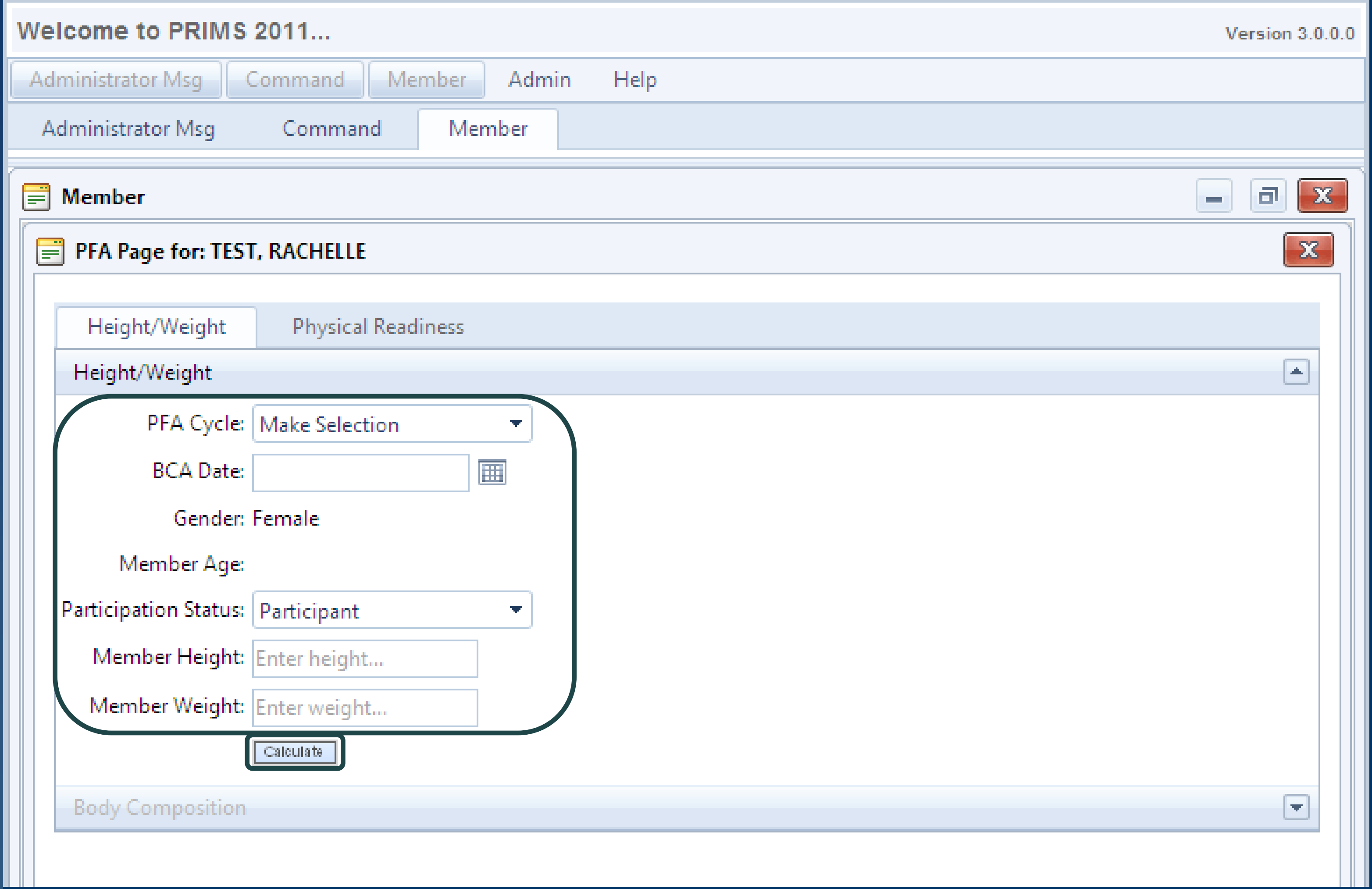
PRT Date:

Events: ☐ BCA ☐ Core ☐ UpperBody ☐ Cardio

Comment:

Save Waiver

# Member PFA Records



Welcome to PRIMS 2011...
Version 3.0.0.0
Administrator Msg
Command
Member
Admin
Help
Administrator Msg
Command
Member
Member
PFA Page for: TEST, RACHELLE
Height/Weight
Physical Readiness
Height/Weight
Calculate
Body Composition

PFA Cycle: Make Selection

BCA Date:

Gender: Female

Member Age:

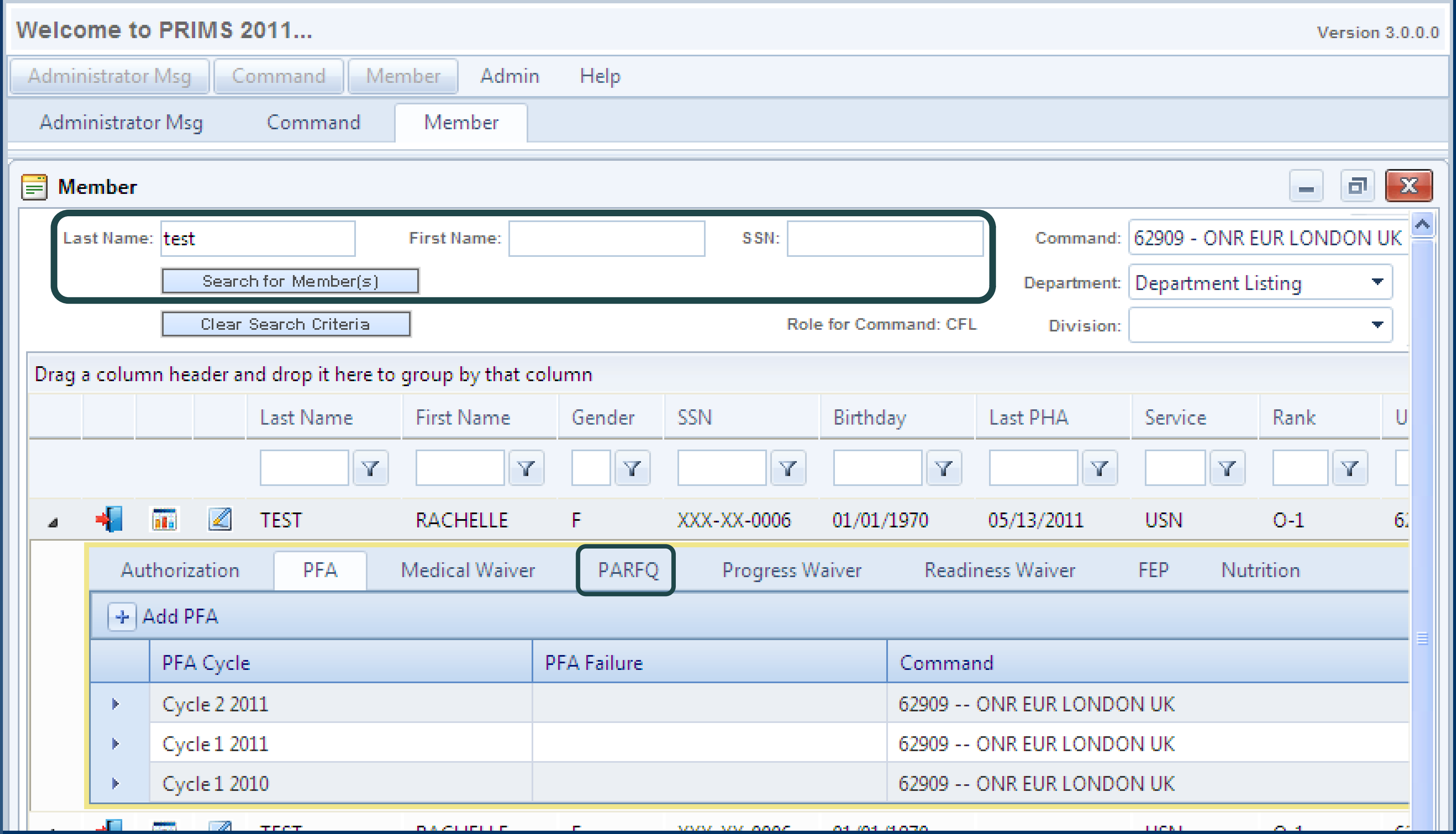
Participation Status: Participant

Member Height: Enter height...

Member Weight: Enter weight...

# PARFQ

# Adding a PARFQ


Administrator Msg
Command
Member
Admin
Help
Administrator Msg
Command
Member
Member
Search for Member(s)
Clear Search Criteria
Authorization
PFA
Medical Waiver
PARFQ
Progress Waiver
Readiness Waiver
FEP
Nutrition
Add PFA

Welcome to PRIMS 2011...

Version 3.0.0.0

Last Name: test

First Name:

SSN:

Command: 62909 - ONR EUR LONDON UK

Department: Department Listing

Division:

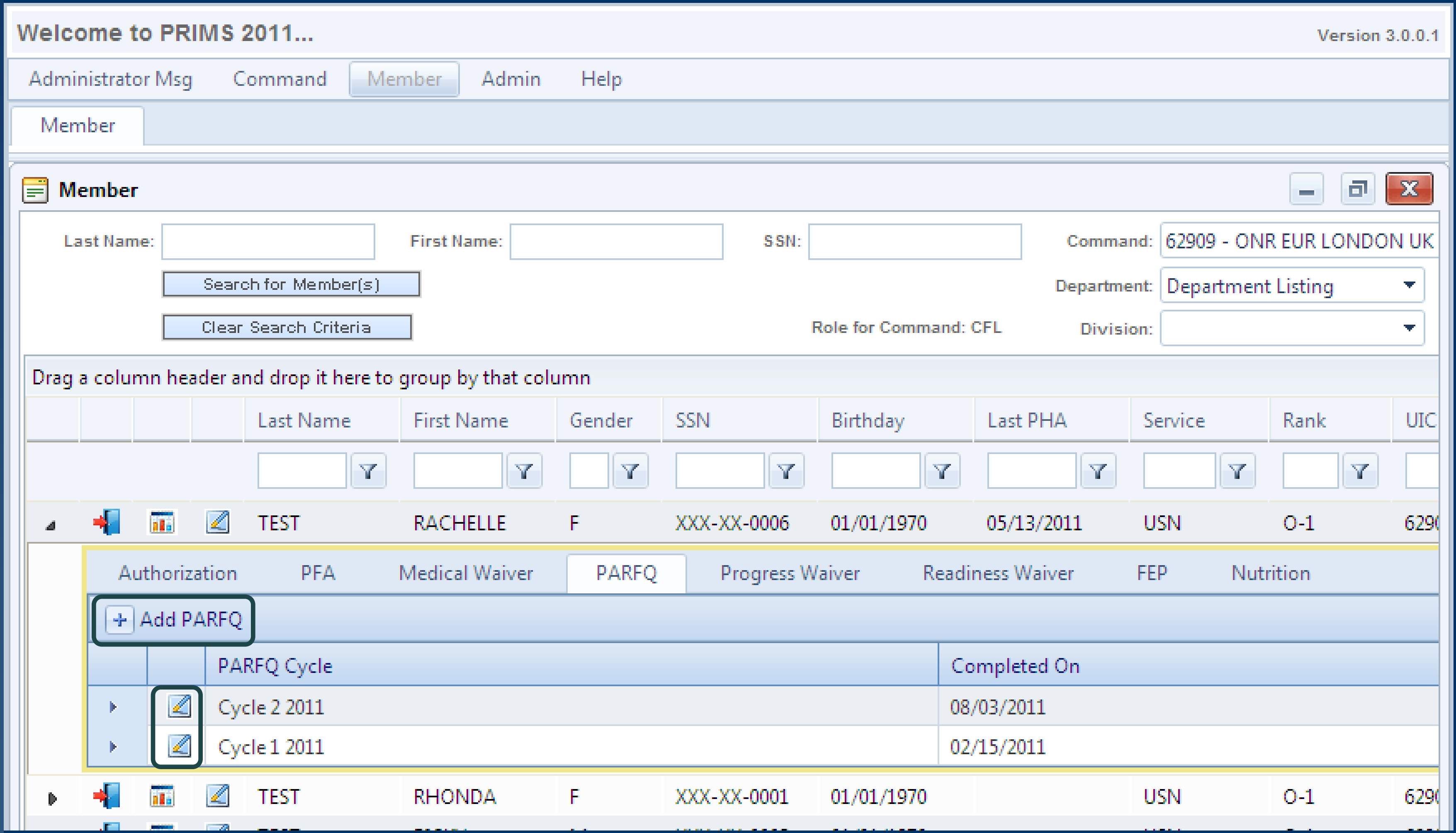
Role for Command: CFL

Drag a column header and drop it here to group by that column

| Last Name | First Name | Gender | SSN | Birthday | Last PHA | Service | Rank |
|---|---|---|---|---|---|---|---|
| TEST | RACHELLE | F | XXX-XX-0006 | 01/01/1970 | 05/13/2011 | USN | O-1 |

| PFA Cycle | PFA Failure | Command |
|---|---|---|
| Cycle 2 2011 | | 62909 -- ONR EUR LONDON UK |
| Cycle 1 2011 | | 62909 -- ONR EUR LONDON UK |
| Cycle 1 2010 | | 62909 -- ONR EUR LONDON UK |

# Adding a PARFQ


Welcome to PRIMS 2011...
Version 3.0.0.1
Administrator Msg
Command
Member
Admin
Help
Member
Member
Search for Member(s)
Clear Search Criteria
Drag a column header and drop it here to group by that column
Authorization
PFA
Medical Waiver
PARFQ
Progress Waiver
Readiness Waiver
FEP
Nutrition
Add PARFQ

Last Name:

First Name:

SSN:

Command: 62909 - ONR EUR LONDON UK

Department: Department Listing

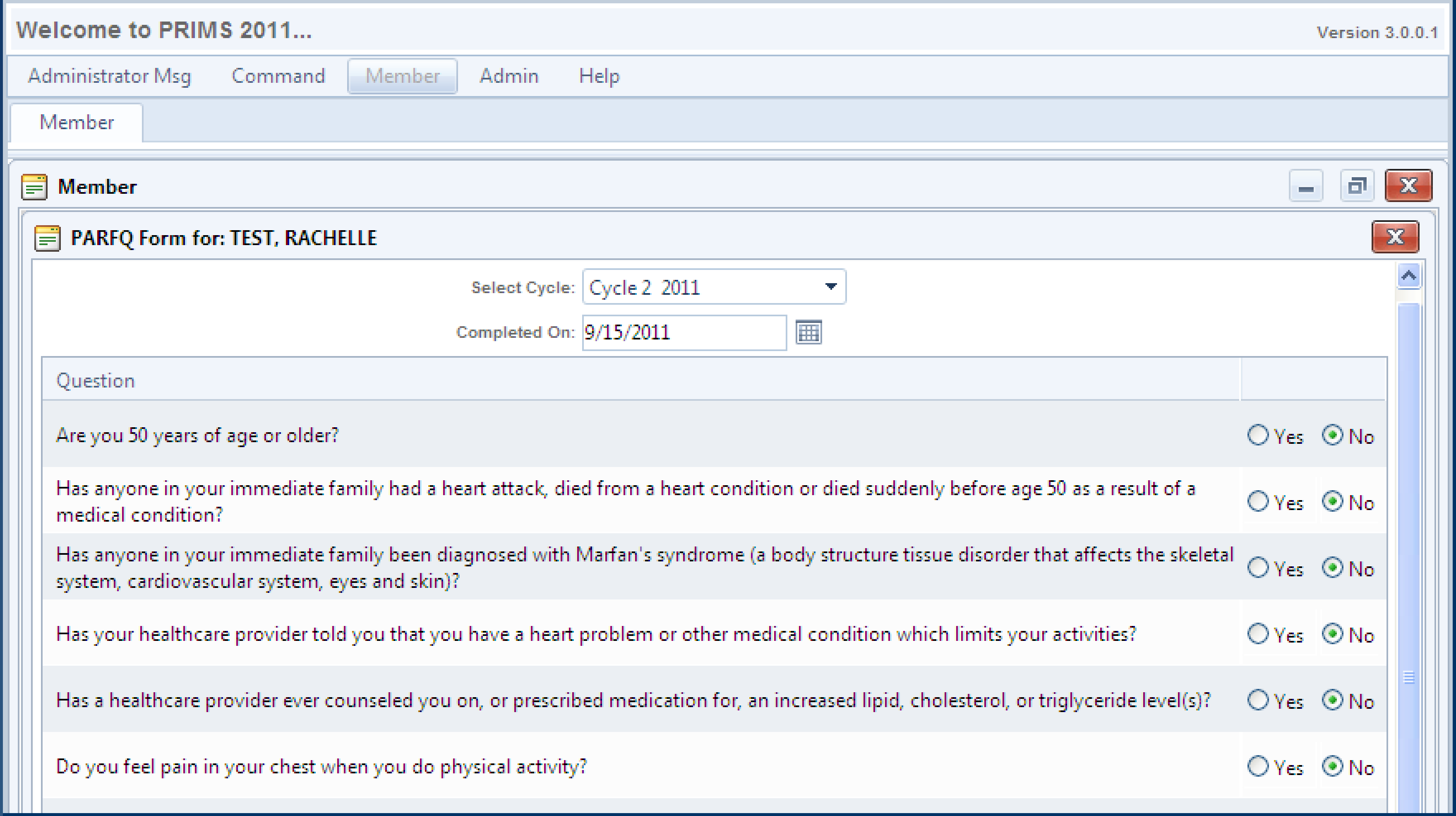
Role for Command: CFL

Division:

| Last Name | First Name | Gender | SSN | Birthday | Last PHA | Service | Rank | UIC |
|---|---|---|---|---|---|---|---|---|
| TEST | RACHELLE | F | XXX-XX-0006 | 01/01/1970 | 05/13/2011 | USN | O-1 | 629 |
| TEST | RHONDA | F | XXX-XX-0001 | 01/01/1970 | | USN | O-1 | 629 |

| PARFQ Cycle | Completed On |
|---|---|
| Cycle 2 2011 | 08/03/2011 |
| Cycle 1 2011 | 02/15/2011 |

# Adding a PARFQ



Welcome to PRIMS 2011...
Version 3.0.0.1
Administrator Msg
Command
Member
Admin
Help
Member
Member

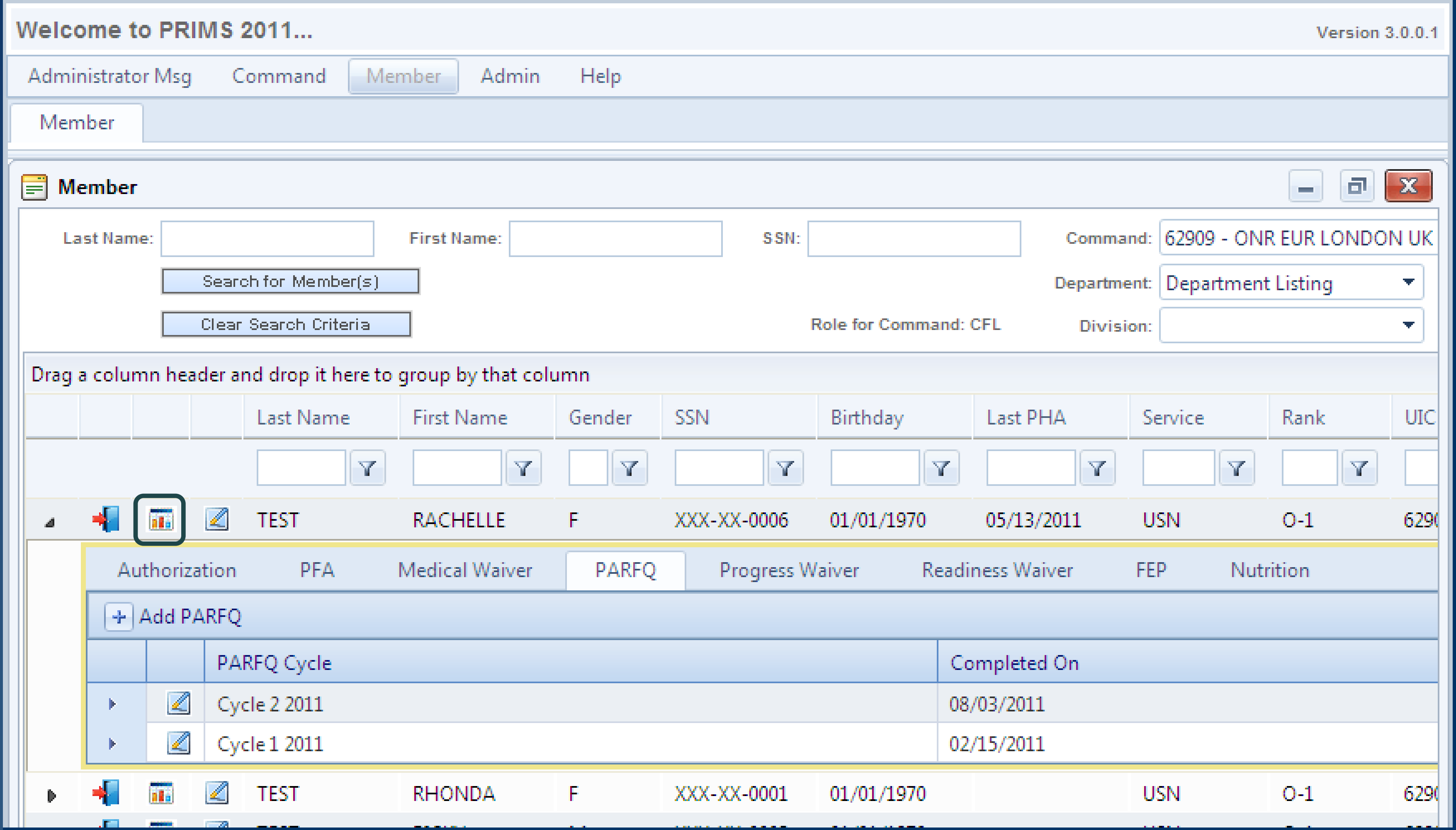
**PARFQ Form for: TEST, RACHELLE**

Select Cycle: Cycle 2 2011

Completed On: 9/15/2011

| Question | |
|---|---|
| Are you 50 years of age or older? | ○ Yes ● No |
| Has anyone in your immediate family had a heart attack, died from a heart condition or died suddenly before age 50 as a result of a medical condition? | ○ Yes ● No |
| Has anyone in your immediate family been diagnosed with Marfan's syndrome (a body structure tissue disorder that affects the skeletal system, cardiovascular system, eyes and skin)? | ○ Yes ● No |
| Has your healthcare provider told you that you have a heart problem or other medical condition which limits your activities? | ○ Yes ● No |
| Has a healthcare provider ever counseled you on, or prescribed medication for, an increased lipid, cholesterol, or triglyceride level(s)? | ○ Yes ● No |
| Do you feel pain in your chest when you do physical activity? | ○ Yes ● No |

# Printing a PARFQ

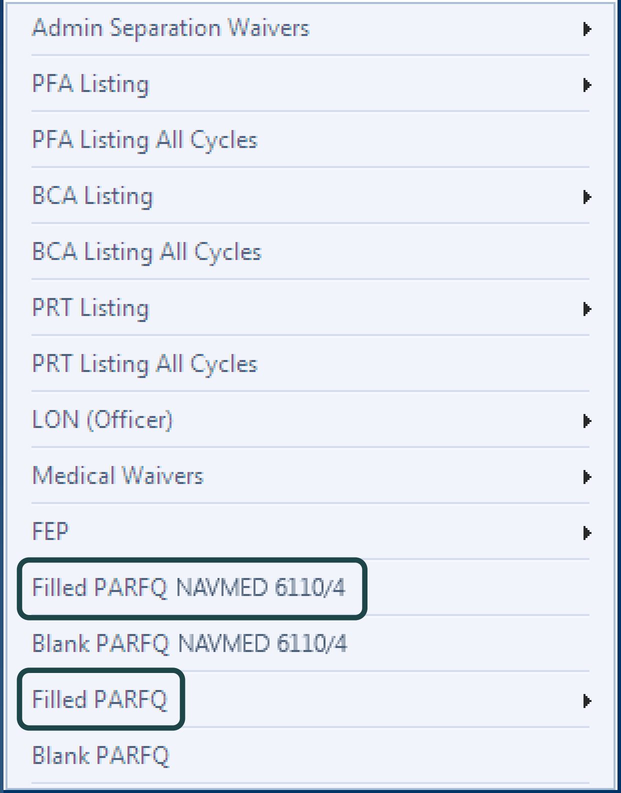

Welcome to PRIMS 2011...
Version 3.0.0.1
Administrator Msg
Command
Member
Admin
Help
Member
Member
Search for Member(s)
Clear Search Criteria
Drag a column header and drop it here to group by that column
Authorization
PFA
Medical Waiver
PARFQ
Progress Waiver
Readiness Waiver
FEP
Nutrition
Add PARFQ

Last Name:
First Name:
SSN:
Command: 62909 - ONR EUR LONDON UK
Department: Department Listing
Division:
Role for Command: CFL

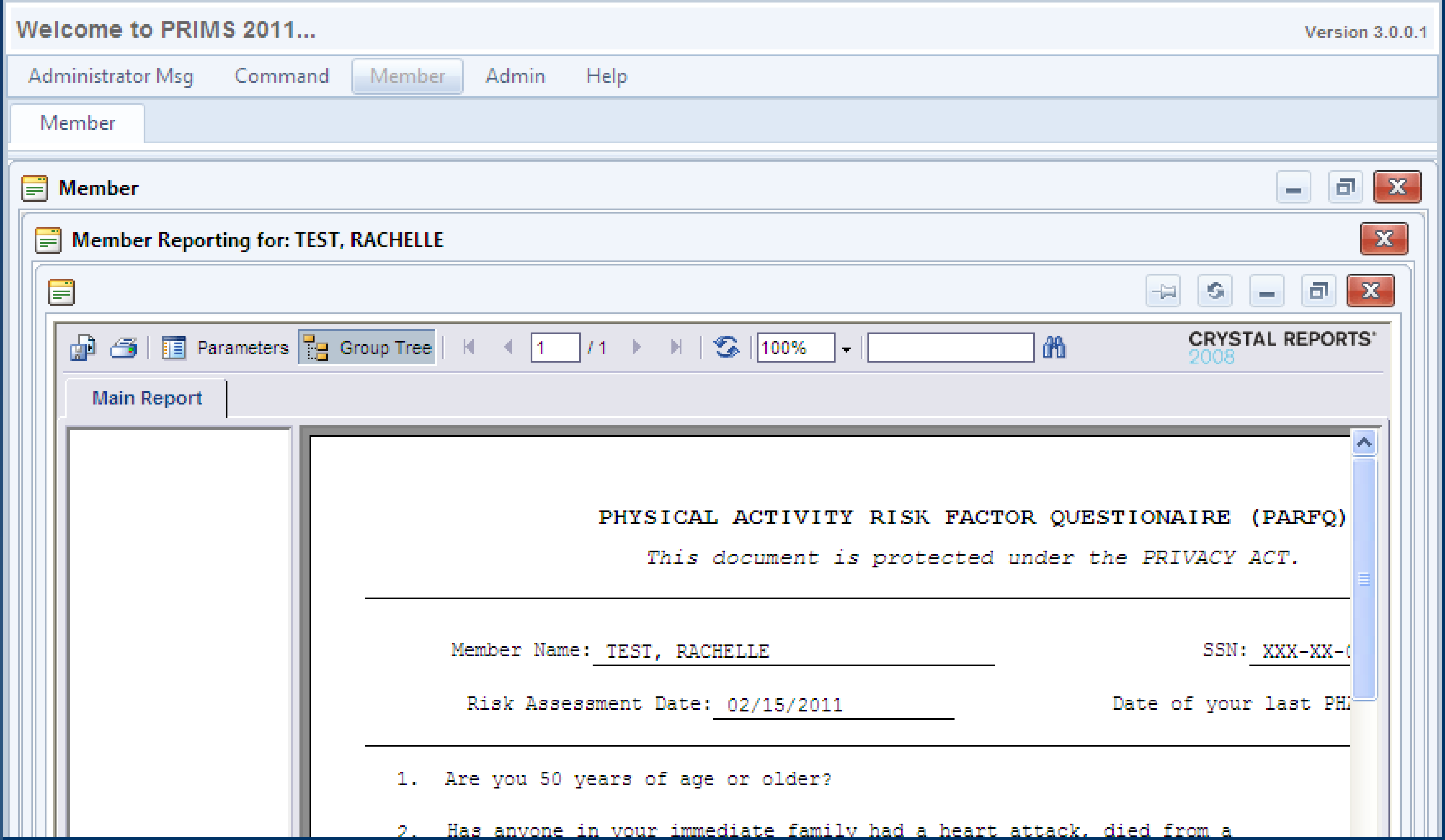
| Last Name | First Name | Gender | SSN | Birthday | Last PHA | Service | Rank | UIC |
|---|---|---|---|---|---|---|---|---|
| TEST | RACHELLE | F | XXX-XX-0006 | 01/01/1970 | 05/13/2011 | USN | O-1 | 629 |
| TEST | RHONDA | F | XXX-XX-0001 | 01/01/1970 |  | USN | O-1 | 629 |

| PARFQ Cycle | Completed On |
|---|---|
| Cycle 2 2011 | 08/03/2011 |
| Cycle 1 2011 | 02/15/2011 |

# Printing a PARFQ


Admin Separation Waivers
PFA Listing
PFA Listing All Cycles
BCA Listing
BCA Listing All Cycles
PRT Listing
PRT Listing All Cycles
LON (Officer)
Medical Waivers
FEP
Filled PARFQ NAVMED 6110/4
Blank PARFQ NAVMED 6110/4
Filled PARFQ
Blank PARFQ

# Printing a PARFQ


Welcome to PRIMS 2011...
Version 3.0.0.1
Administrator Msg
Command
Member
Admin
Help
Member
Member
Member Reporting for: TEST, RACHELLE
Parameters
Group Tree
1
/ 1
100%
CRYSTAL REPORTS 2008
Main Report

PHYSICAL ACTIVITY RISK FACTOR QUESTIONAIRE (PARFQ)

*This document is protected under the PRIVACY ACT.*

Member Name: TEST, RACHELLE SSN: XXX-XX-

Risk Assessment Date: 02/15/2011 Date of your last PH

1. Are you 50 years of age or older?

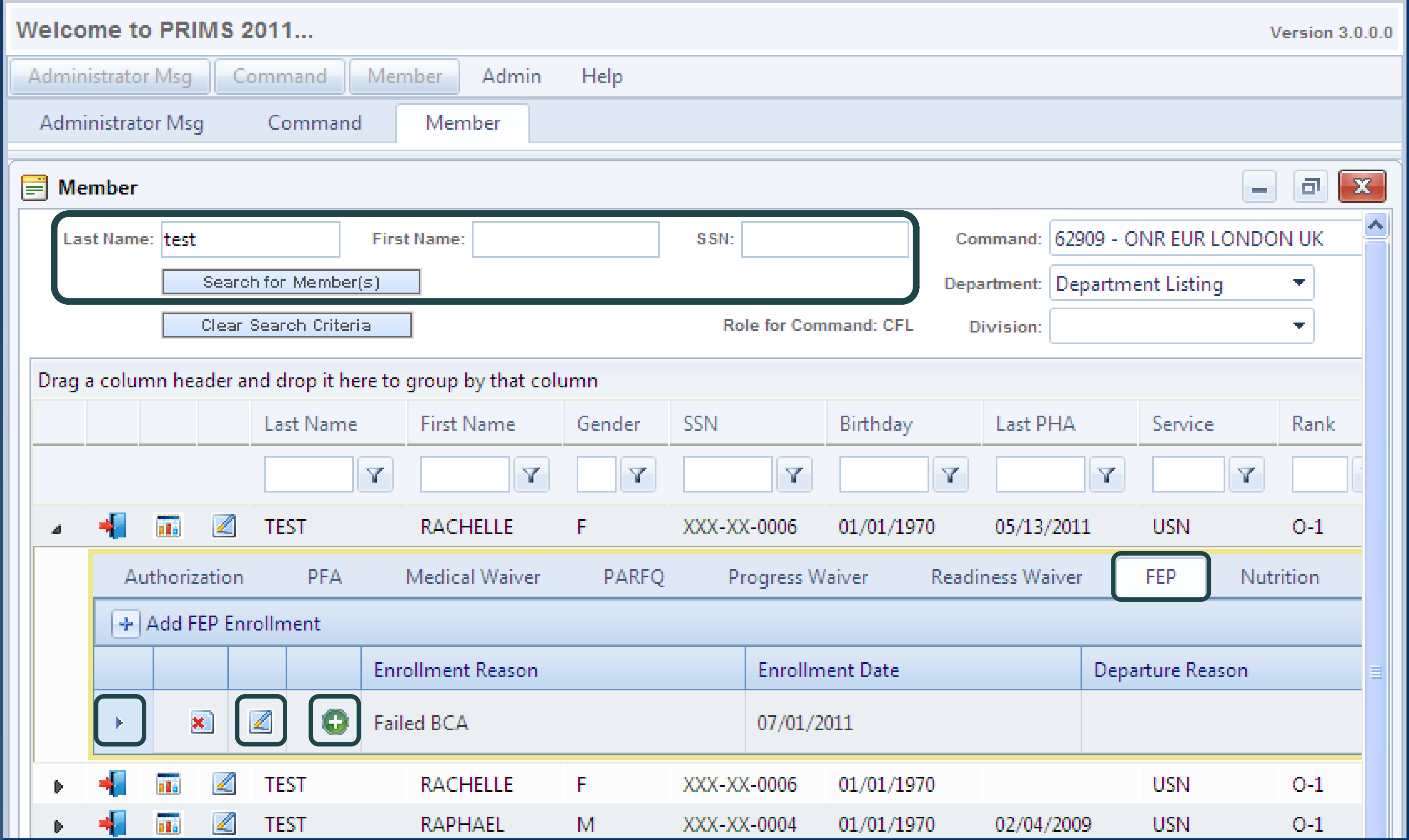
2. Has anyone in your immediate family had a heart attack, died from a

# FEP and Nutrition

# FEP Records

- Automatically enrolls members who fail PFA
- Must manually enter others
- Must dis-enroll members once FEP requirements are met
- Must enter monthly mock PFA data and Nutrition program attendance

# FEP – Member Enrolled


Welcome to PRIMS 2011...
Version 3.0.0.0
Administrator Msg
Command
Member
Admin
Help
Administrator Msg
Command
Member
Member
Search for Member(s)
Clear Search Criteria
Drag a column header and drop it here to group by that column
Authorization
PFA
Medical Waiver
PARFQ
Progress Waiver
Readiness Waiver
FEP
Nutrition
Add FEP Enrollment

Last Name: test

First Name:

SSN:

Command: 62909 - ONR EUR LONDON UK

Department: Department Listing

Division:

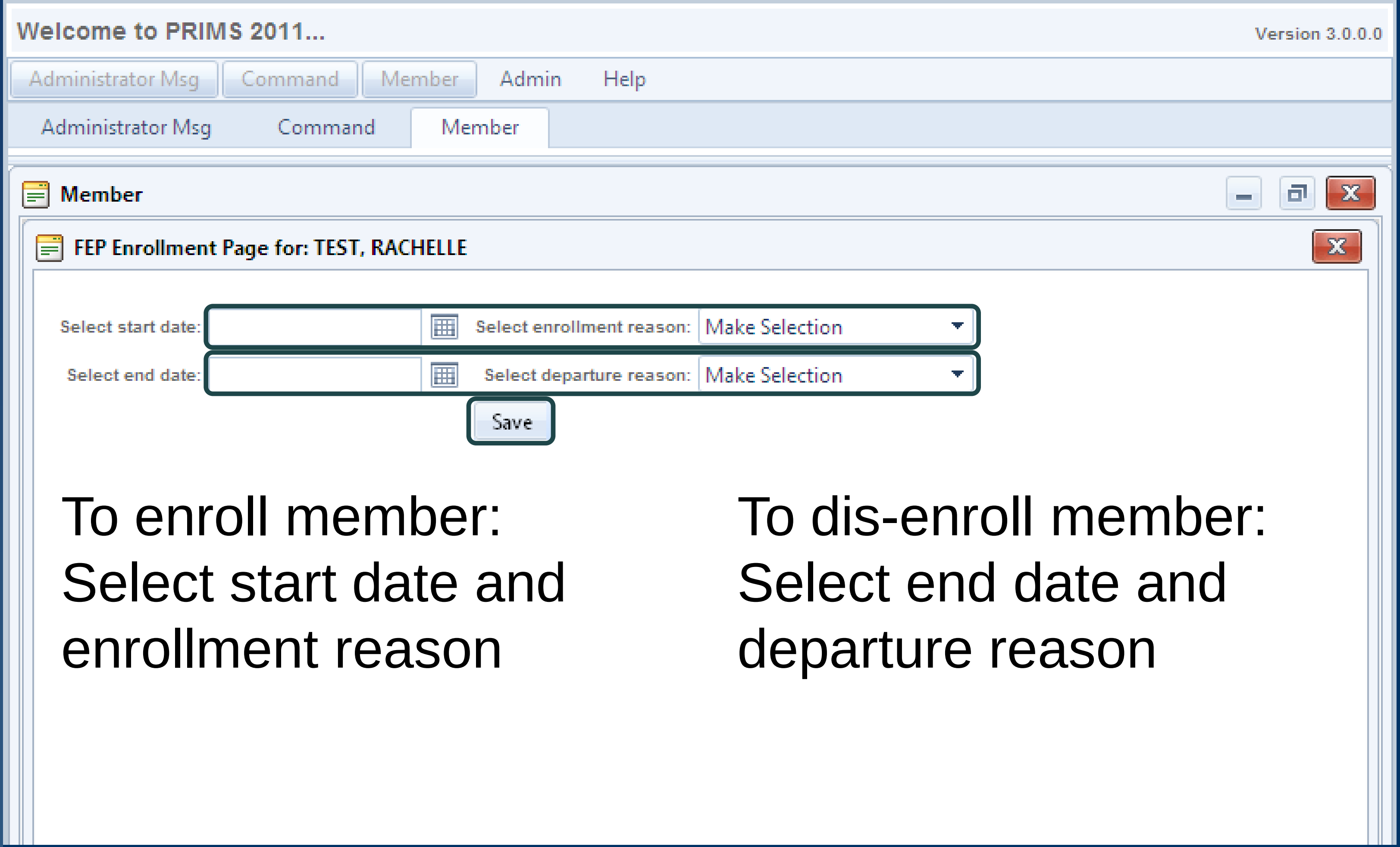
Role for Command: CFL

| Last Name | First Name | Gender | SSN | Birthday | Last PHA | Service | Rank |
|---|---|---|---|---|---|---|---|
| TEST | RACHELLE | F | XXX-XX-0006 | 01/01/1970 | 05/13/2011 | USN | O-1 |

| Enrollment Reason | Enrollment Date | Departure Reason |
|---|---|---|
| Failed BCA | 07/01/2011 | |

| Last Name | First Name | Gender | SSN | Birthday | Last PHA | Service | Rank |
|---|---|---|---|---|---|---|---|
| TEST | RACHELLE | F | XXX-XX-0006 | 01/01/1970 | | USN | O-1 |
| TEST | RAPHAEL | M | XXX-XX-0004 | 01/01/1970 | 02/04/2009 | USN | O-1 |

# FEP Enrollment


Welcome to PRIMS 2011...
Version 3.0.0.0
Administrator Msg
Command
Member
Admin
Help
Administrator Msg
Command
Member
Member
FEP Enrollment Page for: TEST, RACHELLE

Select start date:

Select enrollment reason: Make Selection

Select end date:

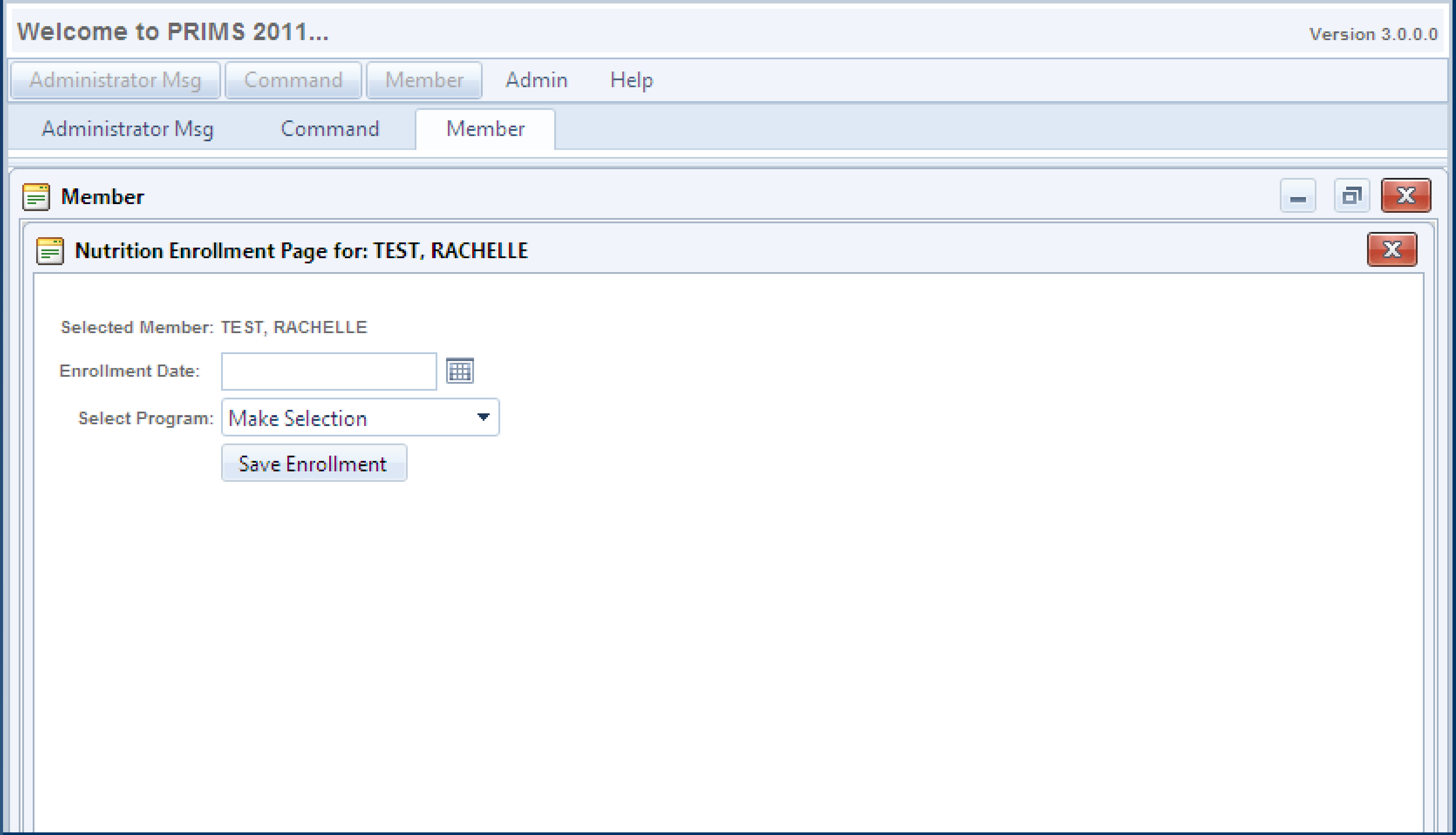
Select departure reason: Make Selection

Save

To enroll member: Select start date and enrollment reason

To dis-enroll member: Select end date and departure reason

# Nutrition


Welcome to PRIMS 2011...
Version 3.0.0.0
Administrator Msg
Command
Member
Admin
Help
Administrator Msg
Command
Member
Member

Nutrition Enrollment Page for: TEST, RACHELLE

Selected Member: TEST, RACHELLE

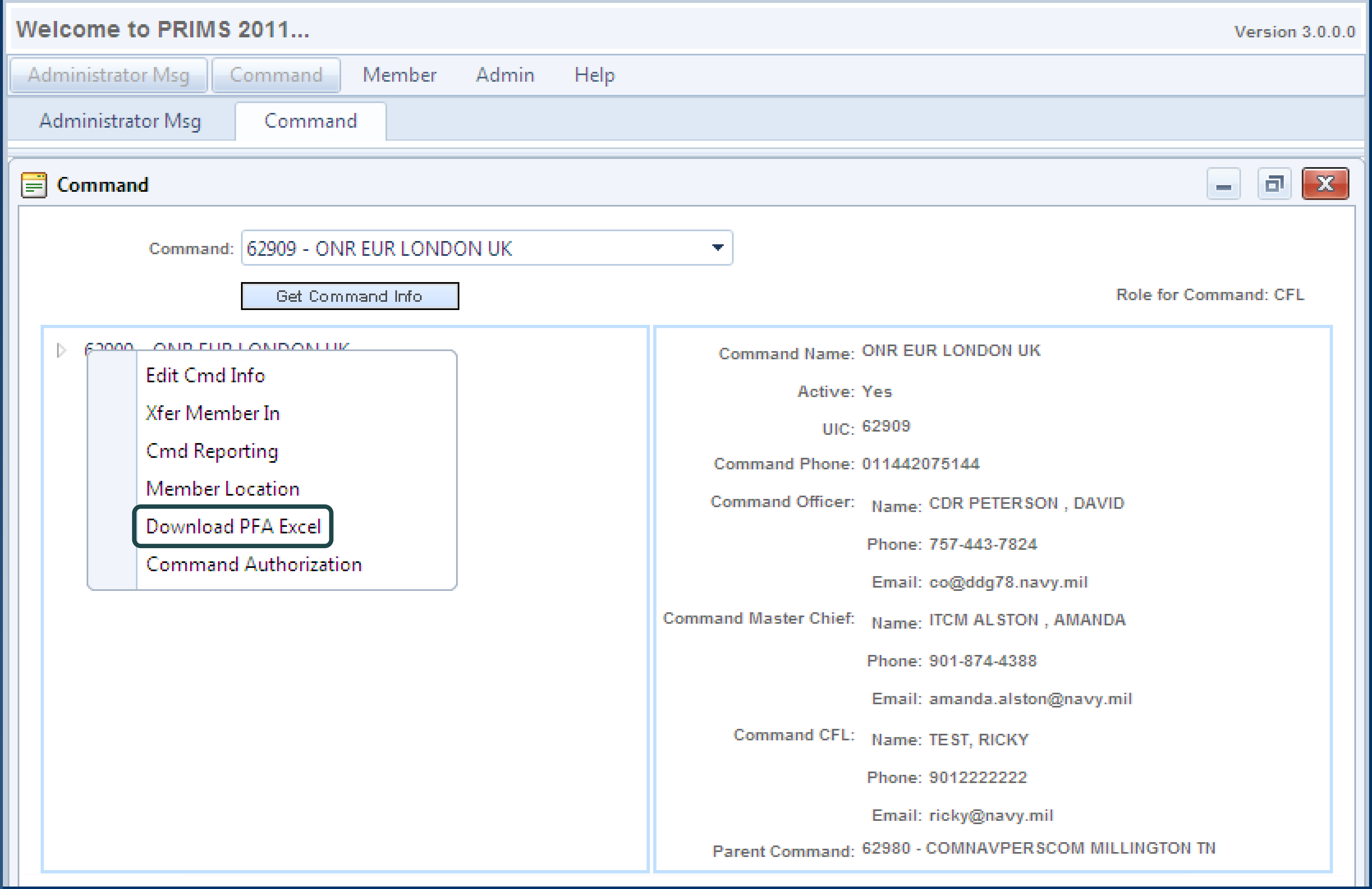
Enrollment Date:

Select Program: Make Selection

Save Enrollment

# Excel Spreadsheet

# Download Excel Spreadsheet


Welcome to PRIMS 2011...
Version 3.0.0.0
Administrator Msg
Command
Member
Admin
Help
Administrator Msg
Command
Command
Get Command Info
Edit Cmd Info
Xfer Member In
Cmd Reporting
Member Location
Download PFA Excel
Command Authorization

Command: 62909 - ONR EUR LONDON UK

Role for Command: CFL

Command Name: ONR EUR LONDON UK

Active: Yes

UIC: 62909

Command Phone: 011442075144

Command Officer: Name: CDR PETERSON , DAVID

Phone: 757-443-7824

Email: co@ddg78.navy.mil

Command Master Chief: Name: ITCM ALSTON , AMANDA

Phone: 901-874-4388

Email: amanda.alston@navy.mil

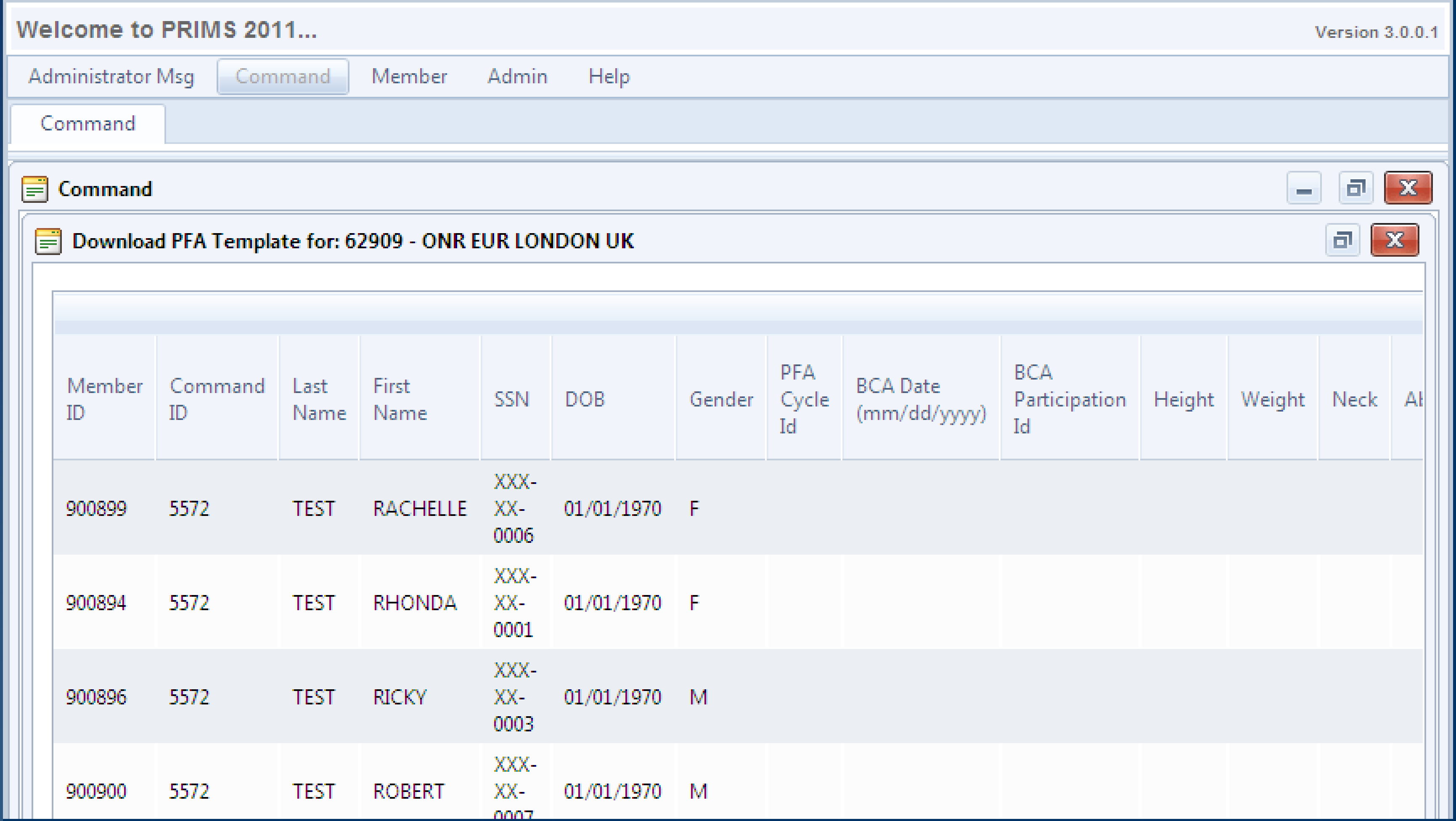
Command CFL: Name: TEST, RICKY

Phone: 9012222222

Email: ricky@navy.mil

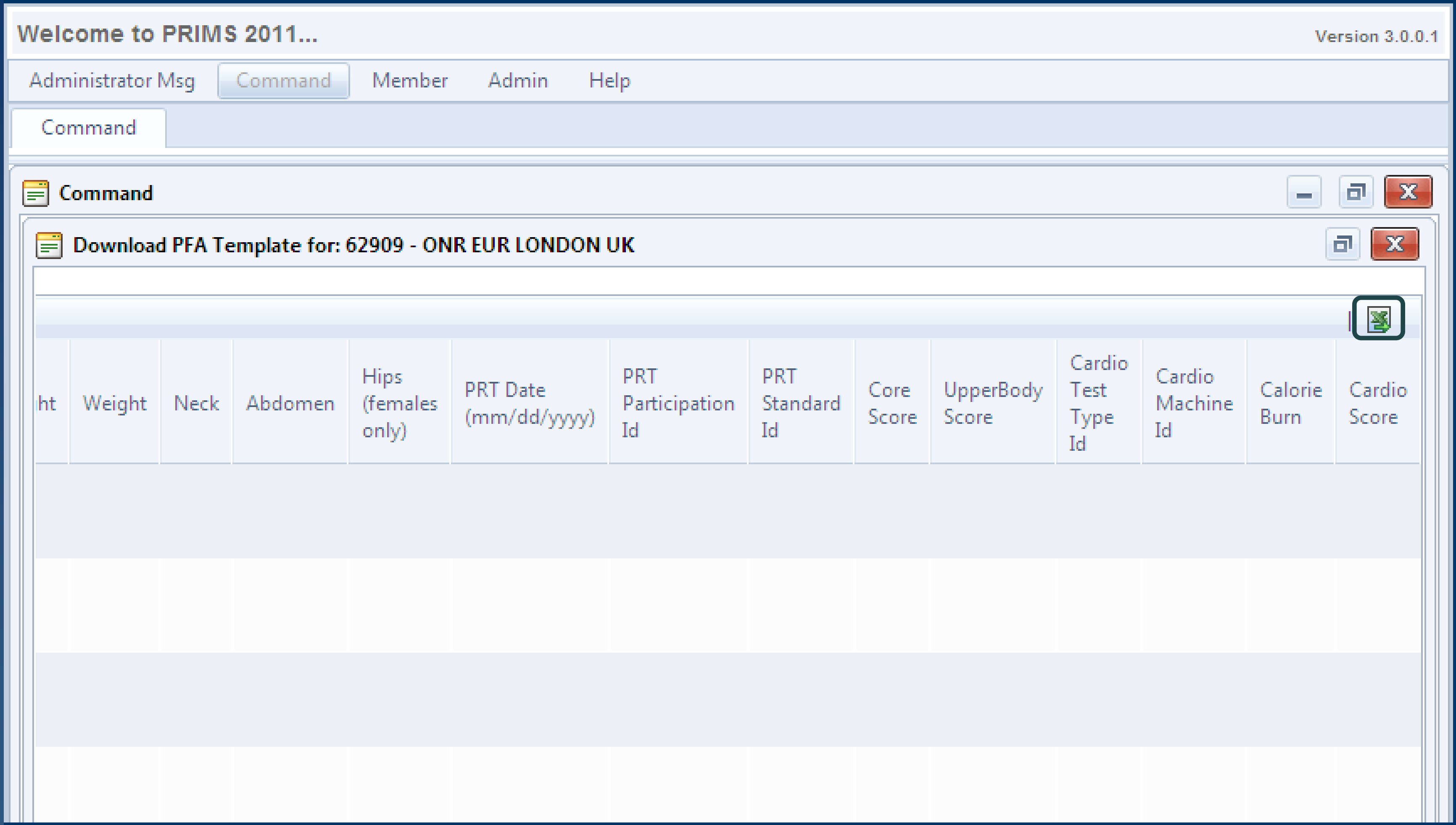
Parent Command: 62980 - COMNAVPERSCOM MILLINGTON TN

# Example Excel Spreadsheet


Welcome to PRIMS 2011...
Version 3.0.0.1
Administrator Msg
Command
Member
Admin
Help
Command
Command
Download PFA Template for: 62909 - ONR EUR LONDON UK

| Member ID | Command ID | Last Name | First Name | SSN | DOB | Gender | PFA Cycle Id | BCA Date (mm/dd/yyyy) | BCA Participation Id | Height | Weight | Neck |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 900899 | 5572 | TEST | RACHELLE | XXX-XX-0006 | 01/01/1970 | F | | | | | | |
| 900894 | 5572 | TEST | RHONDA | XXX-XX-0001 | 01/01/1970 | F | | | | | | |
| 900896 | 5572 | TEST | RICKY | XXX-XX-0003 | 01/01/1970 | M | | | | | | |
| 900900 | 5572 | TEST | ROBERT | XXX-XX- | 01/01/1970 | M | | | | | | |

# Download Excel Spreadsheet



Welcome to PRIMS 2011...

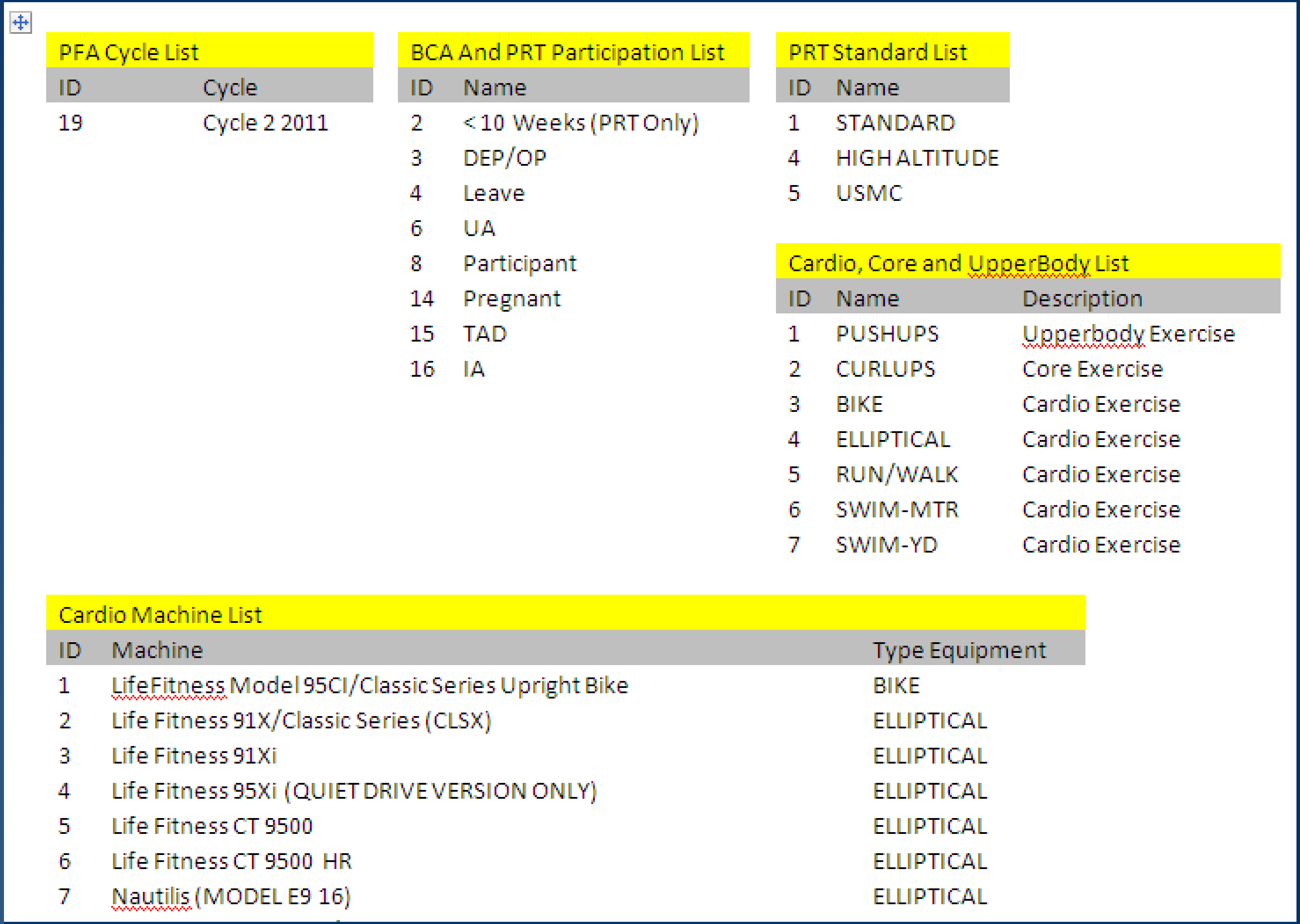
Version 3.0.0.1

Administrator Msg
Command
Member
Admin
Help
Command
Command

Download PFA Template for: 62909 - ONR EUR LONDON UK

| ht | Weight | Neck | Abdomen | Hips (females only) | PRT Date (mm/dd/yyyy) | PRT Participation Id | PRT Standard Id | Core Score | UpperBody Score | Cardio Test Type Id | Cardio Machine Id | Calorie Burn | Cardio Score |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|

# PFA List Items for Excel Spreadsheet



**PFA Cycle List**

| ID | Cycle |
|---|---|
| 19 | Cycle 2 2011 |

**BCA And PRT Participation List**

| ID | Name |
|---|---|
| 2 | < 10 Weeks (PRT Only) |
| 3 | DEP/OP |
| 4 | Leave |
| 6 | UA |
| 8 | Participant |
| 14 | Pregnant |
| 15 | TAD |
| 16 | IA |

**PRT Standard List**

| ID | Name |
|---|---|
| 1 | STANDARD |
| 4 | HIGH ALTITUDE |
| 5 | USMC |

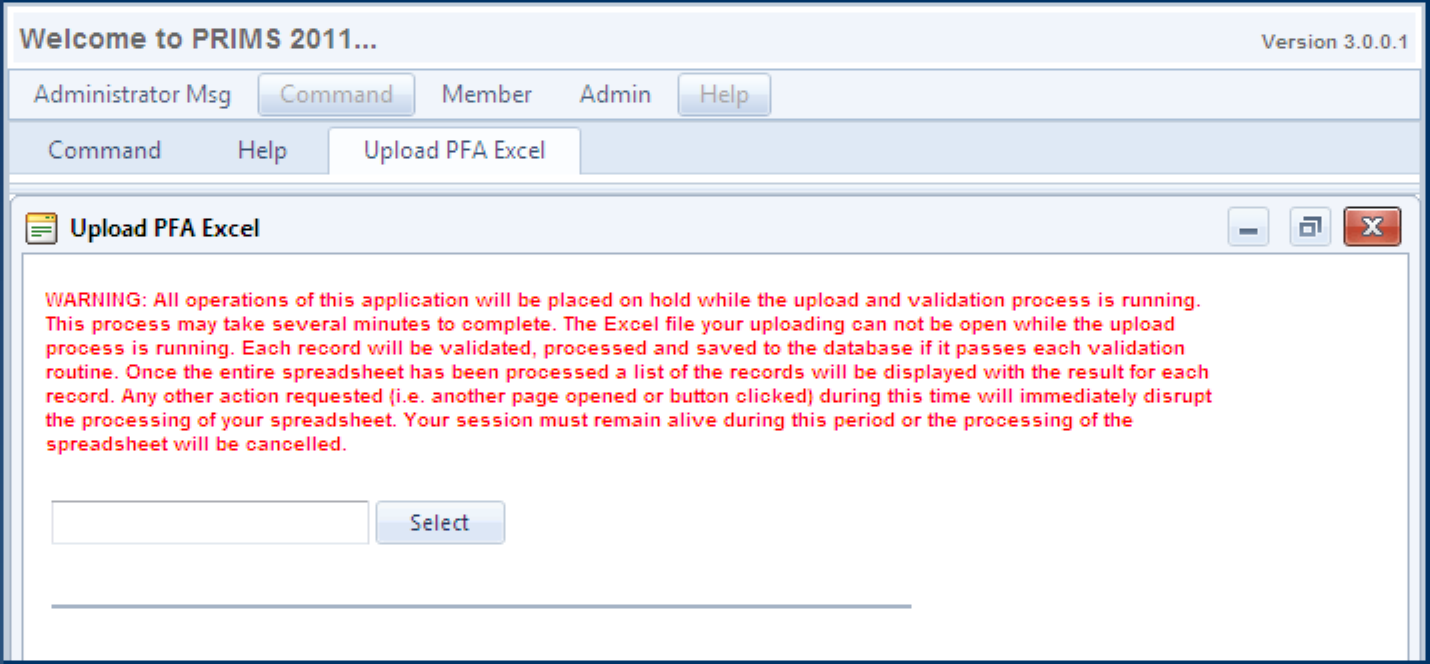
**Cardio, Core and UpperBody List**

| ID | Name | Description |
|---|---|---|
| 1 | PUSHUPS | Upperbody Exercise |
| 2 | CURLUPS | Core Exercise |
| 3 | BIKE | Cardio Exercise |
| 4 | ELLIPTICAL | Cardio Exercise |
| 5 | RUN/WALK | Cardio Exercise |
| 6 | SWIM-MTR | Cardio Exercise |
| 7 | SWIM-YD | Cardio Exercise |

**Cardio Machine List**

| ID | Machine | Type Equipment |
|---|---|---|
| 1 | LifeFitness Model 95CI/Classic Series Upright Bike | BIKE |
| 2 | Life Fitness 91X/Classic Series (CLSX) | ELLIPTICAL |
| 3 | Life Fitness 91Xi | ELLIPTICAL |
| 4 | Life Fitness 95Xi (QUIET DRIVE VERSION ONLY) | ELLIPTICAL |
| 5 | Life Fitness CT 9500 | ELLIPTICAL |
| 6 | Life Fitness CT 9500 HR | ELLIPTICAL |
| 7 | Nautilis (MODEL E9 16) | ELLIPTICAL |

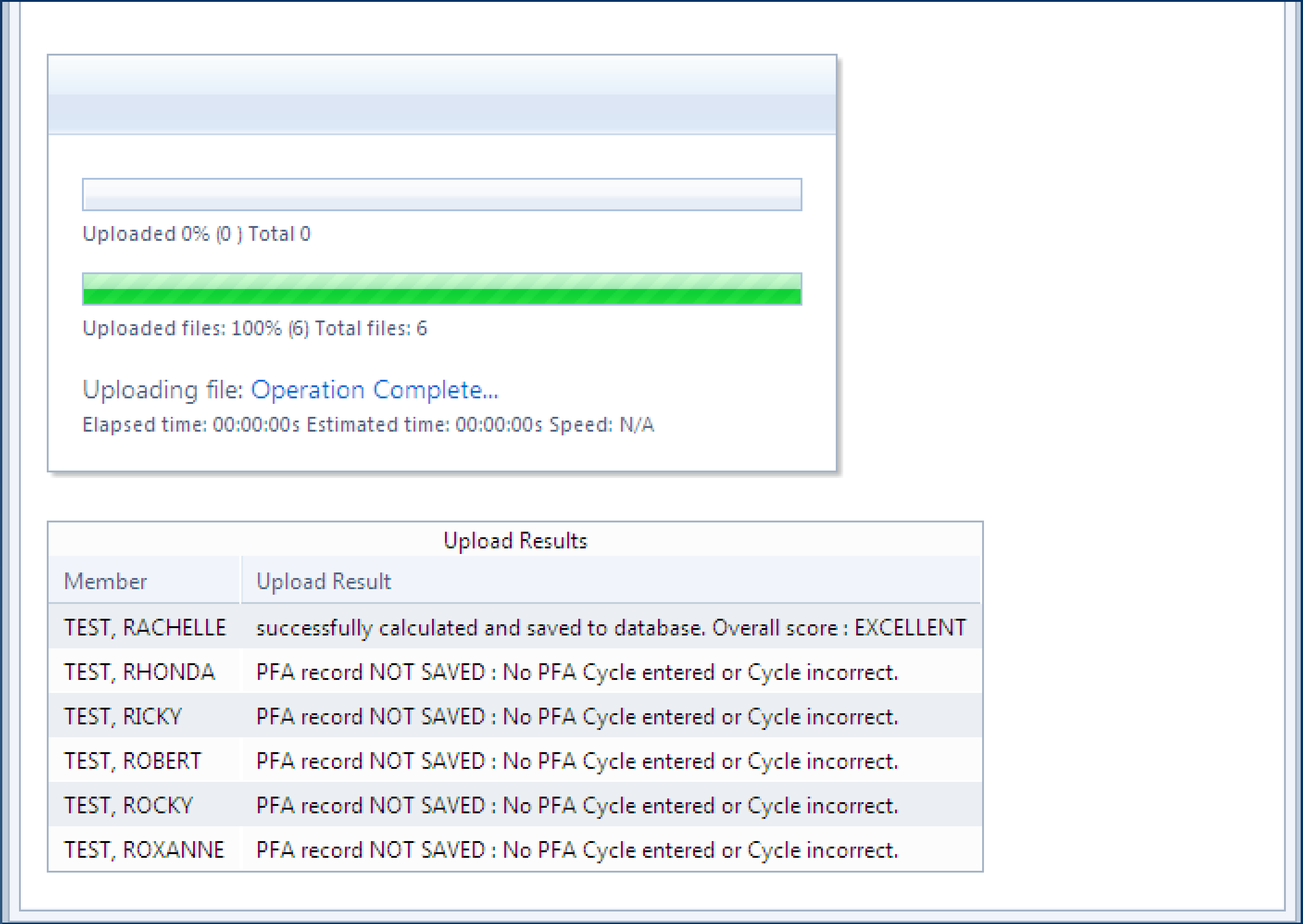
# Upload Excel Spreadsheet



Welcome to PRIMS 2011...
Version 3.0.0.1
Administrator Msg
Command
Member
Admin
Help
Command
Help
Upload PFA Excel
Upload PFA Excel
Select

WARNING: All operations of this application will be placed on hold while the upload and validation process is running. This process may take several minutes to complete. The Excel file your uploading can not be open while the upload process is running. Each record will be validated, processed and saved to the database if it passes each validation routine. Once the entire spreadsheet has been processed a list of the records will be displayed with the result for each record. Any other action requested (i.e. another page opened or button clicked) during this time will immediately disrupt the processing of your spreadsheet. Your session must remain alive during this period or the processing of the spreadsheet will be cancelled.

# Uploaded Excel Spreadsheet



Uploaded 0% (0 ) Total 0

Uploaded files: 100% (6) Total files: 6

Uploading file: Operation Complete...

Elapsed time: 00:00:00s Estimated time: 00:00:00s Speed: N/A

Upload Results

| Member | Upload Result |
|---|---|
| TEST, RACHELLE | successfully calculated and saved to database. Overall score : EXCELLENT |
| TEST, RHONDA | PFA record NOT SAVED : No PFA Cycle entered or Cycle incorrect. |
| TEST, RICKY | PFA record NOT SAVED : No PFA Cycle entered or Cycle incorrect. |
| TEST, ROBERT | PFA record NOT SAVED : No PFA Cycle entered or Cycle incorrect. |
| TEST, ROCKY | PFA record NOT SAVED : No PFA Cycle entered or Cycle incorrect. |
| TEST, ROXANNE | PFA record NOT SAVED : No PFA Cycle entered or Cycle incorrect. |

# Reports, Notes, & Record Corrections

# Command Screen Reports and Member Reports

- Help manage your program
- Track PFA data to assist with admin responsibilities
- Create reports to provide to leadership
  - Assist with medical screening compliance
  - Show FEP progress
  - Compare command against Navy

# Notes

- All members need a PFA record for each cycle, even for non-participation (DEP/OP, TAD, etc.)
- If a member does not complete the cardio portion of the test and does not incur a medical waiver, record 5959 as the cardio time
- For high altitude or USMC PFA, select option in standard block. USMC will be recorded in PRIMS as USMC Pass. Scores cannot be entered

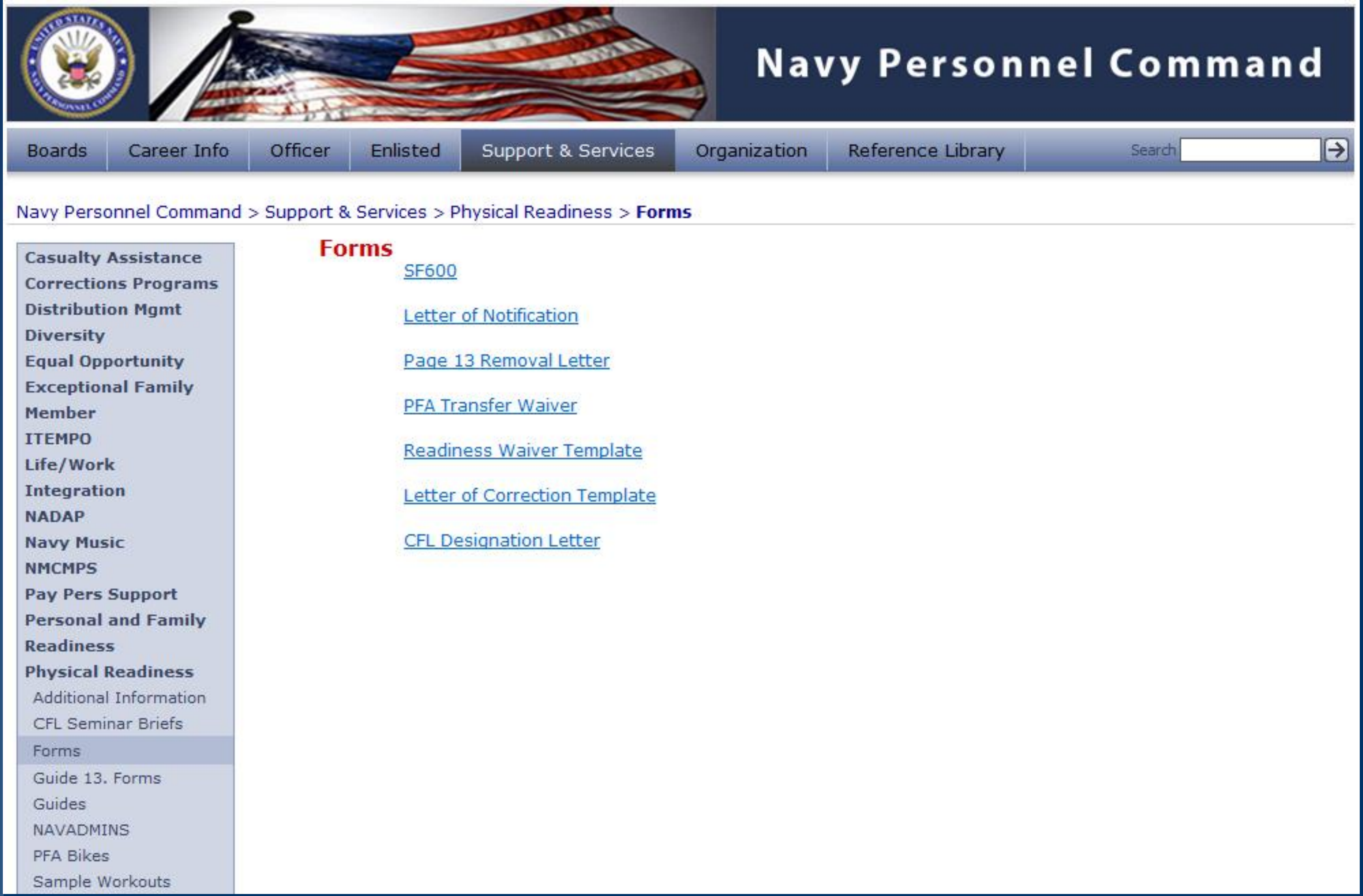
# Notes, cont.

- Members not participating in the PFA without authorization are recorded as UA. Do not input scores or data to “make” them fail
- Pregnant service women are excused from the PFA from the date they are confirmed as being pregnant. It is not a medical waiver. There is a “pregnant” nonparticipation status option for this situation

# Record Corrections

- Timeline
  - Current cycle → CFL
  - Current command → LOC
- LOC must be in correct format, signed by CO, not CFL
- LOC / BCNR if previous command
- All templates located on Physical Readiness Program website

# Forms



Navy Personnel Command
Boards
Career Info
Officer
Enlisted
Support & Services
Organization
Reference Library
Search

Navy Personnel Command > Support & Services > Physical Readiness > **Forms**

Casualty Assistance
Corrections Programs
Distribution Mgmt
Diversity
Equal Opportunity
Exceptional Family Member
ITEMPO
Life/Work Integration
NADAP
Navy Music
NMCMPS
Pay Pers Support
Personal and Family Readiness
Physical Readiness
Additional Information
CFL Seminar Briefs
Forms
Guide 13. Forms
Guides
NAVADMINS
PFA Bikes
Sample Workouts

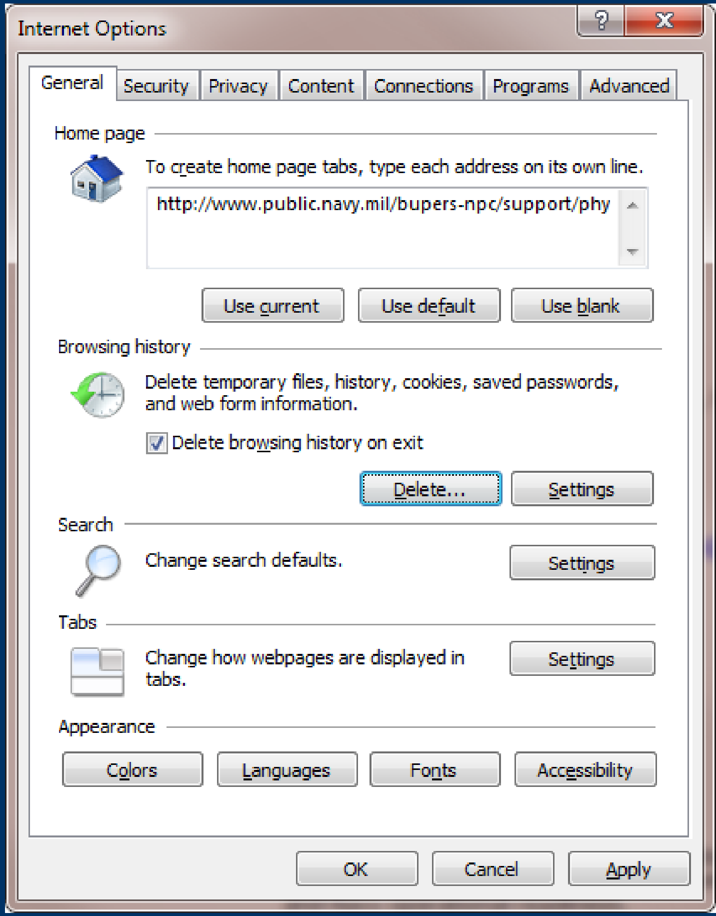
**Forms**

- SF600
- Letter of Notification
- Page 13 Removal Letter
- PFA Transfer Waiver
- Readiness Waiver Template
- Letter of Correction Template
- CFL Designation Letter

# Troubleshooting:
# PRIMS Database Errors

- Delete Temporary Internet Files and Cookies
- Log out and back in

- If these actions do not help, contact the PRIMS Help Desk


Internet Options
General
Security
Privacy
Content
Connections
Programs
Advanced
Home page
Use current
Use default
Use blank
Browsing history
Delete...
Settings
Search
Settings
Tabs
Settings
Appearance
Colors
Languages
Fonts
Accessibility
OK
Cancel
Apply

To create home page tabs, type each address on its own line.

http://www.public.navy.mil/bupers-npc/support/phy

Delete temporary files, history, cookies, saved passwords, and web form information.

☑ Delete browsing history on exit

Change search defaults.

Change how webpages are displayed in tabs.

# Troubleshooting:
# Letters of Corrections

- For LOCs for PFAs from previous cycles, the Physical Readiness Program office requires:
  - Original PFA rosters to change PFA results
  - Supporting documentation for medical waivers
- Remember you are required to maintain PFA records for five years

# Troubleshooting: Number of CFLs & Medical Waivers

- Number of CFLs
  - Only one CFL per command is allowed
  - Submit CFL designation letter to gain access to PRIMS and prevent a CFL from being inadvertently removed from PRIMS
- Medical Waivers
  - Enter medical waivers first
  - Then edit the PFA record to enter the rest of the PFA information

# Troubleshooting:
## Command Screen

- Keep the information on the Command tab current!
- The Physical Readiness Office is no longer accepting mass transfer requests
- Gaining CFLs must rely on the Command tab to obtain CFL information in order to import new check-ins, if they have not been released

# Troubleshooting:

## Physical Readiness Program Office Requests

- Please submit requests only once to one staff member/fax number/email
- The office is receiving duplicate requests (via fax and emails)
- This creates a duplication of effort when multiple staff members are working on the same request

# PRIMS POC

- Mrs. Tina Agee – PRIMS Manager
- Mrs. Kelly Shellenberger – PRIMS Assistant Manager
- (901) 874-2210 or
- Mill_PRIMS@navy.mil

# Within how many days of the PFA must PFA data be entered into PRIMS?

# Within how many days of the PFA must PFA data be entered into PRIMS?

- 30 Days

# How does a CFL gain access into PRIMS?

# How does a CFL gain access into PRIMS?

- Forward designation letter signed by CO to OPNAV

# Who grants access to ACFLs, CO, XO, and CMC?

# Who grants access to ACFLs, CO, XO, and CMC?

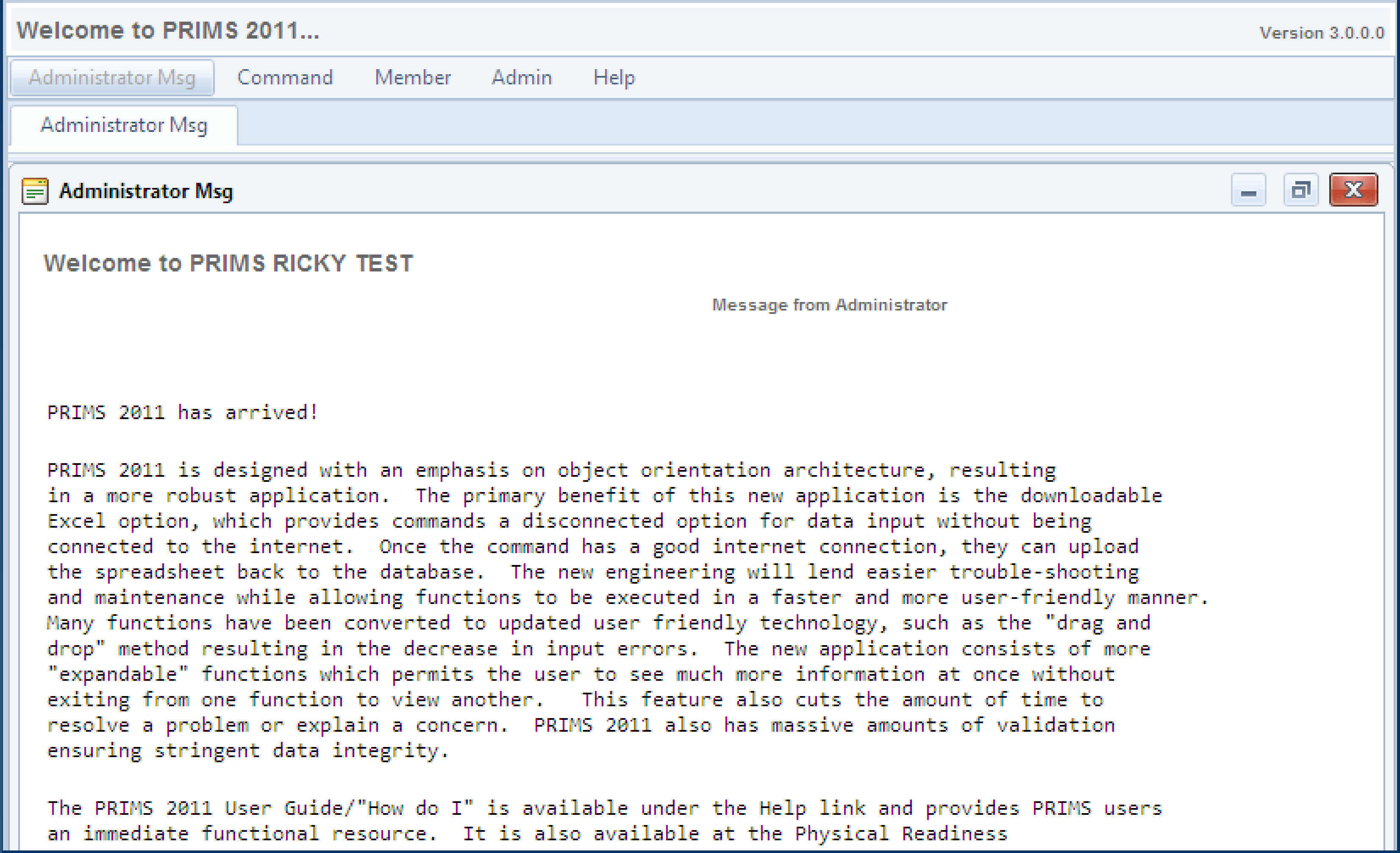
- The CFL

# Where do you find samples of all letters and waivers?

# Where do you find samples of all letters and waivers?

- Physical Readiness Program website: www.public.navy.mil/bupers-npc/support/physical/

# Questions?



Welcome to PRIMS RICKY TEST

Message from Administrator

PRIMS 2011 has arrived!

PRIMS 2011 is designed with an emphasis on object orientation architecture, resulting in a more robust application. The primary benefit of this new application is the downloadable Excel option, which provides commands a disconnected option for data input without being connected to the internet. Once the command has a good internet connection, they can upload the spreadsheet back to the database. The new engineering will lend easier trouble-shooting and maintenance while allowing functions to be executed in a faster and more user-friendly manner. Many functions have been converted to updated user friendly technology, such as the "drag and drop" method resulting in the decrease in input errors. The new application consists of more "expandable" functions which permits the user to see much more information at once without exiting from one function to view another. This feature also cuts the amount of time to resolve a problem or explain a concern. PRIMS 2011 also has massive amounts of validation ensuring stringent data integrity.

The PRIMS 2011 User Guide/"How do I" is available under the Help link and provides PRIMS users an immediate functional resource. It is also available at the Physical Readiness